

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

Charles Dumais
Superintendent of Schools

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AMITY REGIONAL BOARD OF EDUCATION

February 9, 2015

A regular meeting of the Amity Regional Board of Education will be held on Monday, February 9, 2015, at 6:30 p.m. at ***Amity Middle School, Orange Campus, 100 Ohman Ave. Orange.**

***Please note change of location**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Regular BOE Meeting, January 12, 2015 (Enclosure)
4. Public Comment
5. Student Report
6. Presentation of District Technology Plan - First Reading (Enclosures)
7. Discussion and Possible Action on 2015-2016 School Calendar (Enclosure)
8. Superintendent's Report
 - a. Personnel Report (Enclosure)
 - b. Other
9. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Curriculum
 - a. Discussion and Possible Action on Textbook Approval
 4. Facilities
 - a. Facilities Dept. – Monthly Report, January 2015 (Enclosure)

- 5. Finance
 - a. Presentation and Discussion of NESDEC Enrollment Projection Report (Enclosure)
 - b. Discussion and Possible Action on Superintendent's Proposed 2015-2016 Budget (Enclosure)
 - c. Discussion of Monthly Financial Statements (Enclosure)
 - d. Director of Finance and Administration Approved Transfers Under \$3,000 (Enclosure)
 - e. Discussion and Possible Action on New Funding Requests (Enclosure)
- 6. Policy
 - a. Discussion and Possible Action on Policy 6146.1 (Enclosure)
 - b. Second Reading and Possible Vote – Policy 0521 (Enclosure)
 - c. Second Reading and Possible Vote – Policy 3541 (Enclosure)
- 7. Personnel

10. Items for the Next Agenda

11. Adjournment



Charles Dumais
Superintendent of Schools

CD/kfw
pc: Town Clerks: Bethany
Orange
Woodbridge

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

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

MINUTES

BOARD MEMBERS PRESENT: Mr. William Blake, Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Mr. Steven DeMaio, Ms. Rita Gedansky, Mr. James Horwitz, Mr. Thomas Hurley, Ms. Sheila McCreven, Ms. Tracy Lane Russo and Mr. James Stirling.

BOARD MEMBERS ABSENT: Ms. Diane Crocco and Mr. John Grasso, Jr.

Staff members present: Mr. Charles Dumais, Mr. Jack Levine, Ms. Terry Lumas, Dr. Marie McPadden, Dr. Charles Britton, Dr. Richard Dellinger, Ms. Mary Raiola, Mr. Jim Saisa, Mr. Sean DeRosa, Ms. Kathleen Fuller-Cutler and audio-visual technical staff,

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, December 08, 2014 at 6:40 pm in the cafeteria at Amity Regional High School.

1. **Call to Order:** Chairman William Blake called the meeting to order at 5:35 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Approval of minutes.**
 - A. Regular BOE meeting, December 08, 2014
A motion was made by Ms Cohen, seconded by Ms. Gedansky,, to accept the minutes as submitted

Correction to Item 6.1 - The \$1,000 gift is only to Amity Middle School, Bethany rather than Amity Middle School (Minutes stated A grant of \$1,000.00 from the Jamie Hulley Arts Foundation to Amity Middle School for the drama and arts.)

Spelling correction needed for staff members present - Ms. Mary Raiola, Ms. Fielosh

Chairman Blake called the motion that the minutes be approved with corrections.

Vote unanimous with one abstention (Ms. Cardozo)

Motion carried

{NOTE: Corrections were made and the minutes for December 08, 2014 were resubmitted}

4. **Public comment** - none
5. **Student Report** – Mr. Grotheer reported on recent activities at Amity High School including academic, art, music, social, and athletic events. Several board members had specific questions that were answered by Mr. Grotheer.
6. **Correspondence** – Mr. Dumais presented some comments that were posted on the website to the Policy Committee for their consideration and as feedback.
7. **Presentation and discussion of Superintendent’s proposed 2015-2016 budget** – Mr. Dumais gave his presentation of the proposed budget (enclosed). The budget process is several weeks ahead of schedule and the timeline is as follows:

February 02, 2015	Finance Committee meeting, (in Orange)
February 09, 2015	Board of Education meeting, (Orange)
March 09, 2015	Finance Committee and Board of Education meetings
April 06, 2015	Public budget hearing
May 05, 2015	Annual public budget meeting
May 06, 2015	Referendum

Several Board members asked questions and discussed the average daily membership and funds carried over and/or refunded to the towns. Ms. Cohen reminded everyone of the need to care for the buildings and not skimp on what is really needed. Mr. Stirling asked what it would cost to make the budget a 0% increase. Mr. Dumais stated the dollar amount is \$1,000,000.00; specific cuts are more complex and facilities, technology and staffing are the only places that cuts can be made to get \$1,000,000.00. Mr. Hurley spoke about a contingency fund and asked what percentage other regions have. Mr. Blake summed up the Board's responsibility - to maintain the level of excellence and do it at a reasonable cost. Mr. Demalo asked if it is possible to look at hiring new teachers rather than sending special education students out. He also asked about putting insurance out to bid rather than staying with Anthem. Mr. Levine answered that there were hard negotiations with Anthem that resulted in a 0% increase. Mr. Browe asked about Amity's average enrollment increase. Mr. Dumais answered and talked about the DRG. Mr. Hurley commented about additional cost of certain mandates. Mr. Blake summed up by saying that the budget discussion has been started and will follow the timeline as outlined.

Mr. Hurley asked if the Board could move to Personnel, #9A 7a and b at this point because a board member needs to leave. Mr. Blake said that the Board would do so.

9. Chairman's report

A. Committee Reports

7. Personnel

- a. Discussion of tentative agreement with teachers' bargaining unit. The Board will move to Executive Session, inviting Mr. Dumais to stay.

The Board moved into Executive Session at 8:15 pm. The Board returned from Executive Session at 8:37 pm

- b. Possible vote on tentative agreement with teachers' bargaining unit.

Motion by Mr. Hurley, second by Ms. Cardozo to approve the tentative agreement with the Amity Education Association.

Ms. Russo thanked Mr. Dumais for his leadership and teachers for their willingness to negotiate. Mr. Blake stated that he is very happy to have this new 3-year agreement in place.

Vote unanimous

Motion carried

Motion by Mr. Hurley, second by Mr. Browe to authorize Mr. Blake to sign the above contract.

Vote unanimous

Motion carried

Mr. Blake requested that the Board move back to the regular agenda, #8 Superintendent's report. (note that Ms. Lane-Russo was not present for the remainder of the Board meeting.)

8. Superintendent's report

- A. **Personnel Report** – (enclosed) Mr. Dumais reported on personnel changes.
- B. **Other** – Mr. Dumais gave an update on various topics as on his enclosed report.

9. Chairman's Report**A. Committee Reports**

1. **ACES** – Ms. Cohen reported on the ACES regional calendar for 2016-2017 which ACES desires the members to approve; however, the Amity Board has not seen the calendar. Mr. Dumais explained some of the parameters of the calendar choices. The 2015-2016 draft calendar for Amity will be ready for the February 2015 meeting. Mr. Blake feels that 2016-2017 is too far to plan and the Board will support Ms. Cohen in voting as she sees fit at the ACES meeting.
2. **CABE** – Mr. Stirling reported that the legislative breakfast was “iced out”.
3. **Curriculum** – Mr. Browe reported on the Curriculum Committee meeting; math texts, graphic novel and economics books were approved by the Committee. All the books have robust online tools and come with a 6-year subscription to the online service.
4. **Facilities** – Ms. Cardozo reported that the Facilities Committee met last month at the Bethany Middle School to go over the 5-year plan with Mr. Saisa. The Committee had the opportunity to see the current medial center and the proposed renovations drawn up by a parent volunteer who is an architect.
 - a. **Facilities Department – Monthly report (December, enclosed)**
 - b. **Presentation of CABE Award for Facilities Annual Report** - Mr. Dumais presented the award for Mr. Saisa's report.
5. **Finance** – Budget presentation took place, which was only thing on the agenda.
6. **Policy** –

Motion by Mr. Hurley, second by Mr. Browe to amend the agenda and add items 6e and 6ff.

Vote unanimous

Motion passed

- a. **Second reading and possible vote – Policy 6146.1 GPA reporting**

Motion by Mr. Hurley, second by Mr. DeMaio to approve policy 6146.1

There was a lengthy discussion regarding whether or not this policy should be approved. Mr. Browe was concerned that the public did not have enough notification; the Board heard this evening from Mr. Grotheer that the students have heard about this and are wondering what is happening. Mr. Browe asked whether or not this change will be retroactive, before this year. There was a question as to whether this affects students who have already completed their college application. Dr. Britton answered this question and explained why Amity has a 20-point QPA system versus GPA (17.5 out of possible 20 versus 3.4 out of a possible 4). Mr. Browe questioned the normalization of the GPA and stated that the students are losing points. He does not like that this change is software-driven (PowerSchool cannot calculate on a 20-point scale). Mr. DeMaio questioned whether making this change in the summer would be better. Mr. Dumais explained that making the change in summer might be worse for those applying to college. Dr. Britton said that this would be complicated and difficult. The problem was identified last summer after the switch to PowerSchool. Mr. Hurley stated that it is highly unlikely that any student is going to be adversely affected by this change. Ms. McCreven stated that the Board needs to be sure that they have a full understanding of the policy before they approve it. Mr. Hurley stated that the Policy Committee has had two presentations regarding this policy and he is in favor of passing the policy. Ms. Cardozo stated that she would like a better understanding of what is being voted on and is not in favor of passing this now. Mr. Stirling stated that he will not vote in favor. Mr. Browe stated that he spoke with 4 senior students, none of whom knew anything about this and this concerns him.

Motion by Mr. Browe, second by Ms. Cardozo, to table the motion.

Vote 7 in favor, 2 against (Mr. Hurley and Ms. Cohen)

Motion passed

Motion to approve policy 6146.1 tabled.

- b. Second reading and possible vote - 5131.911 - bullying and teen dating violence (enclosed)

Motion by Mr. Hurley, second by Ms. Cohen to approve policy 5131.911, bullying and teen dating violence.

Vote unanimous

Motion carried

- c. First reading – policy 0521, discrimination (enclosed)

Mr. Hurley read aloud the policy section that needed to be changed to comply with the law.

- d. First reading – policy 3541 transportation policy (enclosed)

Mr. Dumais explained that this policy needs to be updated regarding description of students so that they were consistent (grades versus age) and eligibility for out-of-town transportation. State statute requires that transportation be provided to vocational-agricultural and technical schools; the legal references were also updated.

- e. First reading - 3453.1, unexpended class funds

A correction is needed in of the number of the policy – there was a transposition in the number, 3435.1.

- f. First reading - 3524.1, hazardous materials

There are updated restrictions for hazardous materials in different age groups.

Mr. Hurley stated that the policies are already on the website and public comment is invited either on the website or at the meetings. He requested that if Board members forward any comments they have to him so they can be discussed at the next policy meeting.

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

11. Adjournment

Motion was made by Mr. Browe, second by Ms. McCreven to adjourn at 9:50 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

Amity Regional School District #5

2015-2016 District Calendar

August 2015 (1)							September 2015 (19)							October 2015 (21)							Date		Event or Holiday		
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S					
					1				1	2	3	4	5						1	2	3	August 27	Prof. Dev. - Teachers Only		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	August 28	Prof. Dev. - Teachers Only			
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	August 31	First Day of School - Students			
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	September 7	Labor Day			
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	September 10	Back to School Night - ARHS - Grades 9&12			
30	31																				September 14	Rosh Hashanah			
																					September 16	Back to School Night - ARHS - Grades 10&11			
																					September 17	Back to School Night - Middle Schools			
																					September 23	Yom Kippur			
																					October 2	Delayed Opening - Prof. Dev.			
																					October 12	Columbus Day			
																					November 3	Prof. Dev. - Teachers Only			
																					November 18	Parent Conferences - Middle Schools			
																					November 19	Parent Conferences - High School			
																					November 25	Early Dismissal			
																					November 26, 27	Thanksgiving			
																					December 2	Parent Conferences - High School			
																					December 3	Parent Conferences - Middle Schools			
																					December 9	Parent Conferences - MS/HS - Early Dismissal			
																					December 23	Early Dismissal			
																					December 24 - January 1	Holiday Recess			
																					January 15	Early Dismissal - Prof. Dev.			
																					January 18	Martin Luther King, Jr. Day			
																					February 3	Parent Conferences - High School			
																					February 4	Parent Conferences - Middle Schools			
																					February 10	Parent Conferences - Middle Schools			
																					February 12	Early Dismissal - Prof. Dev.			
																					February 15, 16	Winter Recess			
																					March 24	Prof. Dev. - Teachers Only			
																					March 25	Good Friday			
																					April 18 - April 22	Spring Recess			
																					May 16	Delayed Opening - Prof. Dev.			
																					May 30	Memorial Day			
																					June 13	Last Day of School - Students			

If emergency closings extend beyond June 30, 2016, then any additional days will be taken from Spring Recess, beginning with April 18, 2016
 Total Days For Students = 181, Total Days For Teachers = 185

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Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



Charles S. Dumais
Superintendent of Schools

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February 9, 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: NONE

Amity Reg. Middle School – Bethany: NONE

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): NONE

Retirement(s):

Faith Miller – Library/Media Specialist – Amity Reg. Middle School – Bethany Campus
Fred Hulley – Custodian – Amity Reg. Middle School – Bethany Campus

CSD/pfc

January, 2015

Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

Facilities Department Monthly Report

Completed Projects:

- There was an uncomfortable cold draft in the athletic director's office. We took the cover off of the expansion joint and discovered there was no insulation installed. We insulated the cavity and solved the source of discomfort.
- The radiant heat panels stopped functioning at Amity Middle School, Bethany Campus. The problem was a failed valve. The valve was replaced and heat was restored.
- Air Handler 26, which feeds the Amity Regional High School cafeteria, was not maintaining the appropriate temperature. We called Siemens to troubleshoot the problem and found it to be a controller problem. The controller was replaced.
- Two new radios were ordered and provided for the middle school head custodians.
- The Aiphone (the device that security uses to electronically unlock the doors) at the Amity Regional High School security desk failed. We had a spare in stock and replaced it. We ordered a new one for stock as all three schools use the same model and it is necessary to get back to normal operation quickly in case of a failure.
- Amity Middle School, Orange Campus reported a smell of smoke on January 8, 2015. One of the fan motors on a science room fume hood failed. The motor was replaced with one from stock.
- The air conditioner that cools the Tel/Data room at Amity Middle School, Orange Campus failed. A new compressor unit was ordered and installed to facilitate the repair.

Projects in process:

- The tuckpointing repairs for Amity Regional High School are still in process. Inclement weather has slowed the progress.
- The work on the cooling tower is in process. The repeated inclement weather events have slowed the project.

Outstanding issues to be addressed:

- We are continuing work on a lighting retrofit project at Amity Regional High School that will include the house lights in the John J. Brady Center for the Performing Arts, the outside street lights, and now potentially replacing the T-8 fluorescent lighting with LED bulbs.
- Some rippling of a small section of gym floor at Amity Middle School, Orange Campus was discovered right before the holiday break. We are continuing to monitor the status and it has slightly improved.

Amity Regional School
District No. 5

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2014-2015 Enrollment Projections Summary

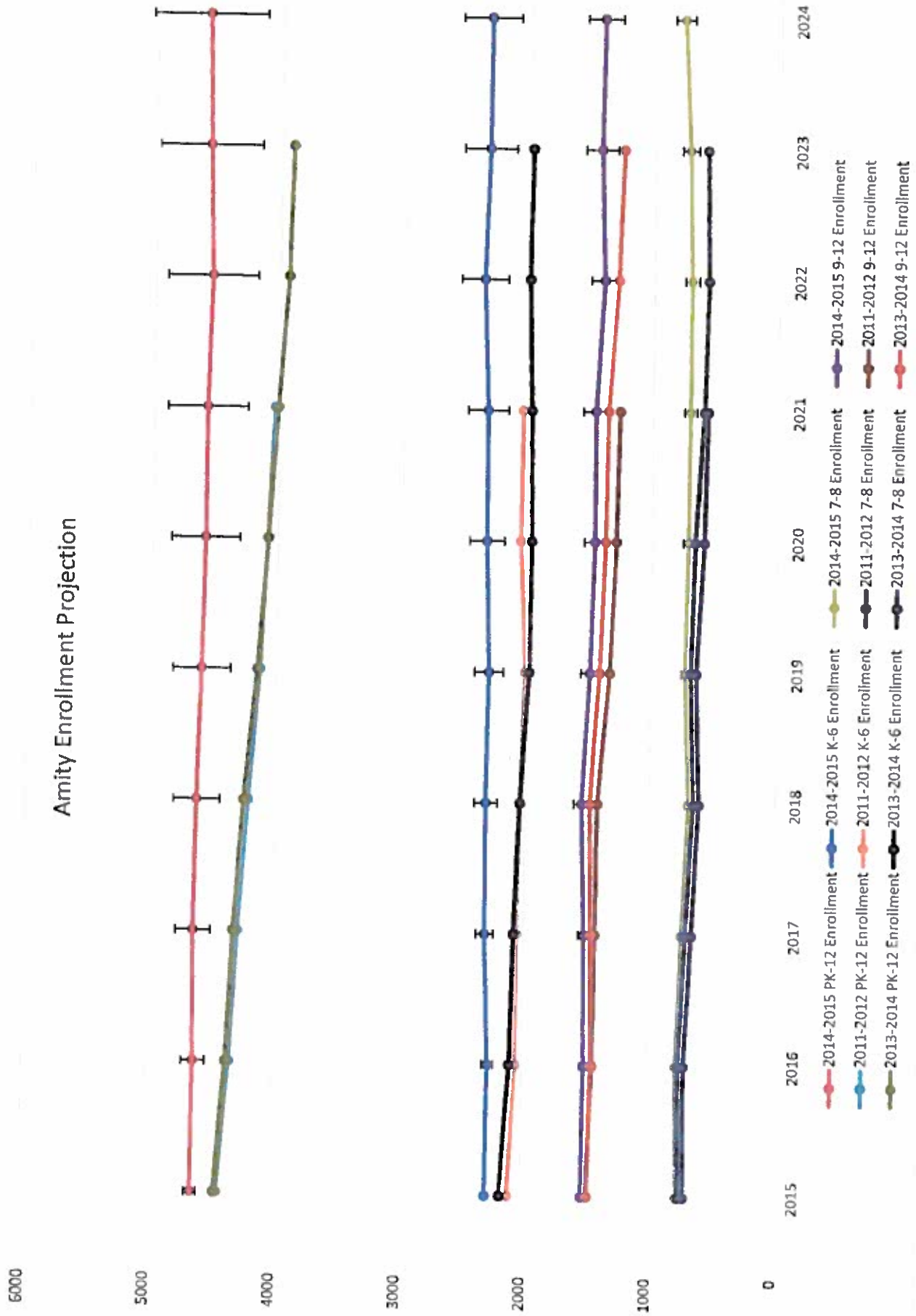
On December 22, 2014, we received a report from the New England School Development Council (NESDEC) outlining enrollment projections for Amity Regional School District No. 5. This letter serves as summary of the major trends and contributing factors presented in their report.

The two major factors affecting school enrollment are birth rate and in-migration of families. In Amity, although birth rates have declined, they have been outpaced by a high rate of student in-migration. Whereas Amity previously registered about 149 students per 100 births on a "five-years-previous" measure, we saw our highest rate in the past decade (171 students per 100 births) in the last measure.

According to the NESDEC report, the next three years will show slight decreases in enrollment across all grade levels, followed by a period of flat enrollment (K-6), increasing enrollment (7-8), and decreasing enrollment (9-12). One of the most stable measures is enrollment in grades one through eight. For Amity, this measure has seen an increase in five of the last six years, "reveal[ing] a similar pattern of additional students joining the district."

To supplement the NESDEC report, I have included two additional charts. The first (Amity Enrollment History and Projection) shows actual and predicted enrollments since 2001 with error bars for the current year's projection (the estimated variance is one percent per year out). The second (Amity Enrollment Projection) is the same information but only includes projections. The critical difference between this year's projections and those of 2013-2014 and 2011-2012 is that changes in in-migration have significantly increased projections.

Amity Enrollment Projection





2014-15 Enrollment Projections

TO: Charles Dumais, Superintendent of Schools, Amity RSD#5, CT
FROM: Donald G. Kennedy, Ed.D., Demographic Specialist
DATE: December 22, 2014
RE: Enrollment Projections

We are pleased to send you the enclosed documents displaying the past, present, and projected enrollments for the Amity Regional School District #5. We have used the figures given to us by the district and we assume that the method of collecting the enrollment data has been consistent from year to year. It is worth noting that this time of transition is the most difficult of the past 25 years to reliably forecast future enrollments, due to the irregular/uneven pace of communities recovering from the effects of the economic cycle upon real estate markets and school enrollments; although the numbers of births are down, the towns of Bethany, Orange and Woodbridge currently are receiving many new families moving into the schools.

NESDEC's enrollment projection totals from fall of 2013 data came within 88 students of the actual Grade 1-12 enrollment total for fall, 2013 (4,278 projected v. 4,366 actual) – as additional students enrolled in several grades. In Grades 1-6, 2,004 pupils were projected v. 2,031 enrolled. In Grades 7-8, 770 students were forecast v. 782 enrolled. And in Grades 9-12, 1,504 pupils were forecast v. 1,553 enrolled.

The two factors now at work which will have the greatest effect upon future enrollments are: a decline in the number of births to residents of the three Amity towns and, to a greater degree, b. the resumption of in-migration (which had slowed, due to the real estate slowdown). In the decade from 1999-2008, the Amity towns averaged 218 births per year; more recently (and expected over the next 6-7 years) are about 165-197 births annually... averaging about 37 fewer per year than previously. Hard-hit **Connecticut** experienced an 8.6% decline in births from 2007 to 2009 (in part caused by the economic Recession), the largest decline among the six New

England states – followed by an 8.1% decline in Rhode Island births, the two states with the highest rates of unemployment in the New England region. Economists are forecasting a slow-yet-steady recovery from the current rates of unemployment which, in turn, may lead to additional in-migration and births (RI 7.4% unemployment as of October 2014; **CT 6.4%**; MA 6.0%; New England average 5.9%; US non-farm unemployment 5.8%; ME 5.8%; VT 4.4%; and NH 4.2% - other nearby states: NJ 6.6%; NY 6.0%; PA 5.4%).

The ever-changing relationship between Amity births and Kindergarten enrollments is displayed on the B-K graph. The three Amity towns, over the past seven years, have registered about 149 Kindergarteners for every 100 births (five years previous), a relationship which has been quite stable...this fall there were a robust 171 Kindergarteners for every 100 births five-years-previous, the source of NESDEC's under-projection in Kindergarten (255 children forecast v. 295 enrolled), Amity's highest ratio in over a decade, in the most difficult grade level to forecast. Note on the graph, however, that in 2009 there were only 138 Kindergarteners for every 100 births. Interestingly, there were new "move-in's" into Grade 1 as well. Grade 1 is expected to be about 7% larger than the previous year's Kindergarten class. Projection ratios have been adjusted to match Amity's most recent experience.

Like many nearby communities Amity continues to experience enrollment fluctuations of in/out-migration in Grades 1-8 (Grades 9-12 are excluded from this calculation, as there often is a 4% decrease in Grade 9 for reasons that have little to do with families moving out of Bethany, Orange or Woodbridge). **See below the paragraph describing the "Grades 1-8 stability", which the past three school years has included +2.7% net in-migration of families (+2.8% in 2014-15) – at grade levels which more commonly experience little or no change.**

Over the next three years, K-6 enrollments are forecast to decrease by a total of 15 students; Grades 7-8 to shrink by 43 pupils; and the high school level to decrease by about 33 pupils...all within the next three years. After that point these projections show flat enrollment in Grades K-6; increasing enrollment in Grades 7-8 of 34 students, with further decreases in Grades 9-12 of 108 pupils – as smaller classes work their way up through the grades. That said, it is possible that real estate turnover will have increased, bringing in additional new families - see the "Projections" page.

Will these patterns of increasing enrollments really last for as long as ten years? That is difficult to answer. All projections are more reliable in Years #1-5; and less reliable in Years #6-10. As soon as the economy and real estate situation become more stable in the region, additional in-migration may occur in Amity. Many communities in the region sold during 2008-2013 only about 60-80% as many homes as in 2003-2007. **In the case of Bethany, an average of 60 homes were sold annually in 2003-07, yet the pace slowed to only 40 homes in 2011 (67% of the prior pace), the slowest year. However, the pace has quickened with 57 homes sold in 2013. Sales in 2014 through**

October are 16 homes behind the 2013 pace though the same months. In **Orange**, the pace of sales in 2003-2007 was 166 per year, declining to only 73 homes sold in 2011 (44% of the prior pace). In 2012, sales had rebounded to 130, yet slowed to 115 in 2013 – the 2014 pace through October 31 is 17 ahead of the 2013 pace, and on a par with 2012. In **Woodbridge**, an average of 114 homes were sold annually in 2003-2007, dropping in 2008 to only 67 homes (59% of the prior pace). In 2013, sales picked up to 120 s-f homes, although through October 31 of 2014, they are running 14 behind the sales of 2013. Condos sales in the three towns are minimal. Building permits had slowed as well; see the “Additional Data” table below. As **additional families move in, any forecasted declines could moderate**. See the description on Page 4 below regarding “reliability of projections”.

The birth numbers used in the projections, through 2012, are from the CT Department of Public Health. The “estimated” years, beginning with 2013 are a rolling five-year average, which NESDEC has found to be the most accurate method of estimation. Local City/Town Clerks have up-to-date birth information, however do not have access to the numbers of Amity residents born out-of-state (information which will eventually become known to the CT DPH).

The two most difficult grades to forecast in all districts are Kindergarten and Grade 9. The latter is difficult to anticipate, as there are so many options for Grade 9 (in vocational or agricultural schools, private or parochial non-public schools, etc. Kindergarten can be difficult to project based upon births alone, as many districts have large numbers of “net move-ins/move-outs” who are ages 1-4. **Some districts take the extra steps to track 3 and 4-year olds with a local census, or report to NESDEC the known number of 4-year olds in local preschools/nursery schools which typically enroll Kindergartners in the district. Knowing this information helps NESDEC to project Kindergartners more reliably...as does data from the Kindergarten Screening in districts which also track 3 and 4-year old siblings (or neighbors) at that time. The more data, in addition to births, which is sent to NESDEC, the greater is the chance that “enrollment surprises” will be minimized.**

“Hidden Trends” within a district: More so than other grade levels, **Grades 1-8 often are quite stable in numbers**. If last year the Grade 1-7 total was 2,500 children, then this fall’s Grades 2-8 would equal 2,500 if no one had moved in or out. However, if Grades 2-8 now have increased to 2,550 students, there was a 2% net move-ins of new families; if the total was 2,450, there was 2% out-migration. **Because Grades 1-8 tend to be the most stable in total K-12 enrollment, these Grades 1-8 are excellent places to discover “hidden trends” that otherwise might go unnoticed.** In the case of the three Amity towns, the 2,565 students in Grades 1-7 during 2010-11 declined by 13 children, to 2,552 in Grades 2-8 in the fall of 2011-12 – **however this was the only decline in the past six school years, within these grade totals**. More recently, the 2,437 children in Grades 1-7 for 2011-12, **increased by 88 pupils**, to 2,525 students in 2012-13. The 2,468 children enrolled in Grades 1-7 in

2012-13 had **grew by 36 students** to 2,504 in Grades 2-8 in 2013-14. Lastly, the 2,459 students in Grades 1-7 during 2013-14 **increased by 67 children** to 2,526 pupils in Grades 2-8 for 2014-15. **Thus five of the most recent six years, reveal a similar pattern of additional students joining the district.** News reporters often will ask if the **K-12 totals are growing/shrinking**; however, **K-12 totals are less reliable predictors of trends than the “Grade 1-8 Stability Factor” (or Grade 1-5 or Grade 1-6 in elementary districts).**

Will new families be moving into our school district? Everyday across America, 10,000 “Baby Boomers” celebrate their 65th birthday - a phenomenon which will continue for a decade. New England has a disproportionately large share of these senior citizens, many of whom had planned to “downsize” their living arrangements, yet postponed putting homes on the market due to the Great Recession. School enrollments are influenced strongly by the number of real estate sales, as these contribute new families moving into many districts. In over 80% of districts, the number of real estate sales is 4-5 times larger than the number of building permits for new residential construction — **thus the number of real estate sales often is a more important factor than building permits.**

In New England, how rapidly will additional homes be placed on the market? A mid-2014 study using data from the Federal Housing Finance Agency, Bureau of Economic Analysis and the U.S. Census Bureau directly links home prices to the “real Gross Domestic Product” (GDP) in each of the nine regions in the country. However New England ranks only 7th among the 9 regions in the recovery of its regional economy (as measured in “the bubble” prior to the Recession, in “real GDP”). Comparing the regional economies from 2 Quarter of 2007 to 4 Quarter 2013: W. South Central = +18.6% (that is, many jobs are available); W. North Central +11.8%; Pacific +7.4%; E. South Central + 5.6%; Middle Atlantic + 5.1%; Mountain + 4.1%; **New England +3.4%**; South Atlantic + 2.1%; and E. North Central + 2.0%. Home sales prices are +14.6% in the W. South Central region (including Texas, Arkansas, Louisiana, and Oklahoma) with the strongest “real G.D.P.” v. **-4.4% in New England.** Thus, although real estate sales and rentals are very strong in some New England towns and cities, there are many senior citizens still refraining from placing their homes on the market – as house prices still may be rising. New England births, however, are likely to remain at low levels, due to the advanced age of the New England population.



Historical Public Enrollments

1. After the "YEAR" column can be found the "BIRTHS" column. The number of births to residents for each of eleven years is displayed. Note any trends, e.g., have births been decreasing? increasing? leveling off? Kindergarten and Grade 1 enrollments normally are quite responsive to these fluctuations.
2. Look **down** the K and 1 columns, noting the direction of the trend. This affords a comparison of these classes over a ten-year period. Add the K and Grade 1 enrollments of the first school year recorded, and compare them with the sum of the current K and Grade 1 enrollments.
3. Take the first K class and follow it diagonally to trace its movement to Grade 1, 2, etc. up to its current 10th grade status. This comparison (which can be accomplished for other classes also) gives some measure of the effects of migration in your school district. If a sixth grade class today is larger than it was as a K class six years ago, then net in-migration probably has occurred; if it is smaller, then net out-migration probably has occurred.
4. Compare each K class with the previous year's graduating class. Note which is larger and by what amount one surpasses the other. Larger graduating classes generally reflect declining enrollments; larger K classes generally indicate increasing enrollments.
5. In the "Grade Combinations" section, note the trends of elementary, middle school and high school enrollments. A significant and consistent trend in these summaries usually results in the corresponding trend for projected enrollments. If enrollments are leveling off in the elementary grades after a period of decline, then the secondary enrollments might be expected to continue to decline for several years until the leveling off experience has had time to take hold at the secondary grades.

Enrollment Projections

1. Note the trends exhibited in the total K-12 (or 1-12) projection for the next five years as well as the projections for various grade combinations. The trends on this page should generally exhibit a continuation of the trends mentioned above for historical enrollments, although the **rate** of change may be quite different.
2. Look at the births in the most recent years and note whether the trend is up, down, or level.
3. Make similar comparisons as appropriate on this page as were suggested for the "Historical Public Enrollments" page.

PROJECTION METHODOLOGY

Cohort component (survival) technique is a frequently used method of preparing enrollment forecasts. NESDEC uses this method, but modifies it in order to move away from forecasts which are wholly computer or formula driven. Such modification permits the incorporation of important, current town-specific information into the generation of the enrollment forecasts (such as the volume of real estate sales, building permits, in/out-migration, etc.). Basically, percentages are calculated from the historical enrollment data to determine a reliable percentage of increase or decrease in enrollment between any two grades. For example, if 100 students enrolled in Grade 1 in 2013-14, increased to 104 students in Grade 2 in 2014-15, the percentage of survival would have been 104% or a ratio of 1.04. Such ratios are calculated between each pair of grades or years in school over several recent years.

After study and analysis of the historical ratios, and based upon a reasonable set of assumptions regarding births, migration rates, retention rates, etc., ratios most indicative of future growth patterns are determined for each pair of grades. The ratios thus selected are applied to the present enrollment statistics for a pre-determined number of years. The ratios used are the key factors in the reliability of the projections, given the validity of the data at the starting point. The strength of the ratios lies in the fact that each ratio encompasses **collectively** the variables that account for increases or decreases in the size of a grade enrollment as it moves on to the next grade. Each ratio represents the cumulative effect of the following factors:

1. Real estate turnover and new residential construction;
2. Migration, in or out, of the schools;
3. Drop-outs, transfers, etc.;

4. Births to residents;
5. Retention in the same grade.

RELIABILITY OF ENROLLMENT PROJECTIONS

Projections can serve as useful guides to school administrators for educational planning. In this regard, the projections are generally most reliable when they are closest in time to the current year. Projections six to ten years out may serve as a guide to future enrollments, and are useful for facility planning purposes. However, they should be viewed as subject to change given the likelihood of changes in the underlying assumptions/trends.

Projections that are based upon **the children who already are in the district** (the current K-12 population only) will be the most reliable; the second level of reliability will be for those children already **born into the community but not yet old enough to be in school**. A less reliable category is the group for which an estimate must be made to **predict the number of births**, thereby adding an additional variable. See these three multi-colored groupings on the “Projected Enrollment” slide/page.

How often do the actual enrollments closely match the NESDEC projections? The research literature reports the closest that enrollment forecasters are likely to come to actual enrollments is about 1% variance per year-from-the-known-data. That is, a 1% variance from projection-to-actual “one-year-out” into the future (2% variance “two-years-out” ... 10% variance “ten-years-out”). NESDEC reaches this “highest possible” standard in about 90% of cases. When our NESDEC variance is greater, the reasons often are one of the following: a. imbedded/intervening “hidden” variables (examples: a parochial school closed or other students returned from non-public schools, a charter school opened, the Kindergarten program changed entrance age or to extended/full-day, the high school toughened its course credit/graduation requirements, the District set new attendance boundaries for elementary schools, or the District had well-publicized budget/referendum academic accreditation difficulties); b. the District size was below 500 students, thus subject to fluctuations in total numbers; or c. the District has not done enrollment projections on an annual basis.

Annual updates allow for early identification of recent changes in historical trends. When the actual enrollment in a grade is significantly different (high or low) from the projected number, it is important (yet difficult) to determine whether this is a one-year aberration or whether a new trend may have begun. **In light of this possibility, NESDEC urges all school districts to have updated enrollment forecasts developed by NESDEC each October.** This service is available at no cost to affiliated school districts.



If you would like to extract the information contained in this report for your own documents or presentations, you can use Adobe Acrobat reader to convert the desired information to a “snapshot,” which can be inserted into PowerPoint slides, Word documents, etc. Because the snapshot tool creates a graphic, the image is not editable.

Steps for Using The Snapshot Tool in Adobe Acrobat Reader 8.0:

1. Click on Tools Menu;
2. Choose “Select & Zoom;”
3. Choose “Snapshot Tool;”
4. Click and drag around the text, chart, and/or graphics that you would like to capture: your selection will be copied to the clipboard automatically;
5. Click in the document where you would like the information to appear;*
6. Give Paste command.

If you have an earlier version of Adobe Acrobat and these instructions don’t work for you, contact your tech support person, or NESDEC and we will try to assist you. Telephone (508)481-9444 or ep@nesdec.org. Ask for Peggy, Don, or Carol.

*You may paste your snapshot onto a PowerPoint slide, onto an Excel sheet, or even into a graphics program to save as a separate graphic file (in .jpg or other format), so that it is available for inserting into future documents.



Amity RSD#5, CT Projected Enrollment

12/22/2014

School District: Amity RSD#5, CT

Enrollment Projections By Grade*																			
Birth Year	Births	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2009	173	2014-15	67	295	287	334	326	321	392	371	381	401	362	360	398	433	0	4661	4728
2010	165	2015-16	68	284	316	298	347	336	333	396	370	390	386	367	365	402	0	4569	4637
2011	197	2016-17	69	316	282	328	310	357	349	336	394	379	376	392	372	369	0	4559	4628
2012	186	2017-18	70	288	337	283	341	319	371	352	335	404	365	382	397	376	0	4570	4640
2013	178 (est.)	2018-19	71	284	319	360	306	381	331	374	351	343	389	370	387	401	0	4555	4626
2014	180 (est.)	2019-20	72	288	304	332	364	314	365	334	373	360	331	395	375	391	0	4528	4598
2015	181 (est.)	2020-21	73	290	308	316	345	376	326	388	333	382	347	336	400	379	0	4505	4578
2016	184 (est.)	2021-22	74	295	310	320	329	355	390	329	387	341	368	352	340	404	0	4500	4574
2017	182 (est.)	2022-23	75	291	315	322	333	339	369	394	328	376	329	374	356	343	0	4469	4544
2018	181 (est.)	2023-24	76	289	311	328	336	343	352	372	392	336	362	334	379	360	0	4463	4569
2019	182 (est.)	2024-25	77	290	309	323	341	346	356	355	371	402	324	367	338	383	0	4504	4581

*Projections should be updated on an annual basis.

Based on an estimate of births

Based on children already born

Based on students already enrolled

Projected Enrollment in Grade Combinations*									
Year	PK-6	1-6	K-6	6-8	6-8	7-8	7-12	9-12	
2014-15	2393	2031	2326	3108	1545	1153	782	2335	1553
2015-16	2357	2025	2289	3049	1489	1156	760	2280	1520
2016-17	2346	1962	2277	3050	1458	1109	773	2282	1509
2017-18	2381	2013	2311	3050	1462	1091	739	2259	1520
2018-19	2385	2030	2314	3008	1399	1068	694	2241	1547
2019-20	2373	2013	2301	3034	1432	1067	733	2225	1492
2020-21	2401	2038	2328	3043	1409	1083	715	2177	1462
2021-22	2402	2033	2328	3036	1427	1037	708	2172	1464
2022-23	2438	2072	2363	3067	1467	1098	704	2106	1402
2023-24	2406	2041	2330	3058	1452	1100	728	2163	1435
2024-25	2396	2029	2319	3092	1484	1128	773	2185	1412

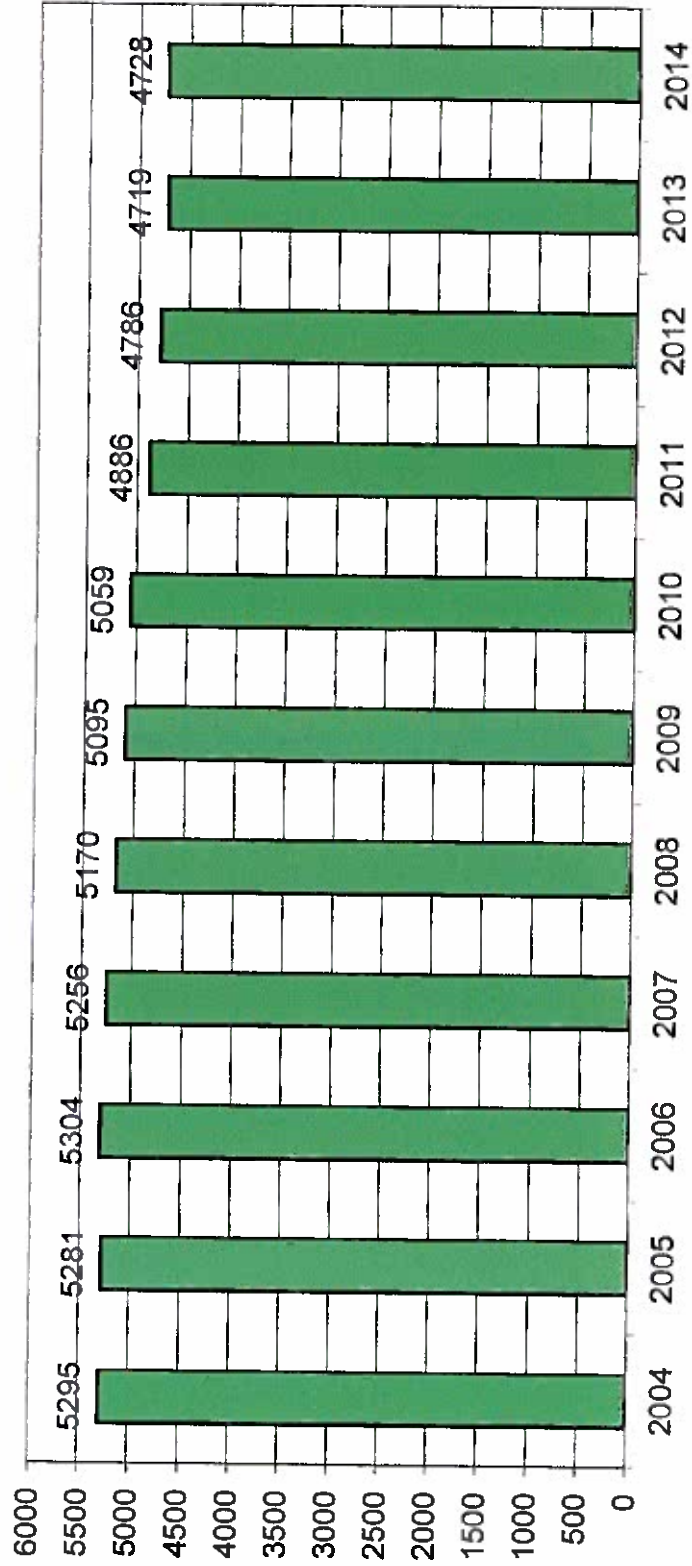
See "Reliability of Enrollment Projections" section of accompanying letter.

Projections are more reliable for Years #1-5 in the future than for Years #6 and beyond.

Projected Percentage Changes		
Year	K-12	%
2014-15	4661	0
2015-16	4569	-92
2016-17	4559	-10
2017-18	4570	11
2018-19	4555	-15
2019-20	4526	-29
2020-21	4505	-21
2021-22	4500	-5
2022-23	4469	-31
2023-24	4493	24
2024-25	4504	11
Change	-157	-3.4%

Amity RSD#5, CT Historical Enrollment

PK-12, 2004-2014



Amity RSD#5, CT Historical Enrollment

School District: Amity RSD#5, CT

12/22/2014

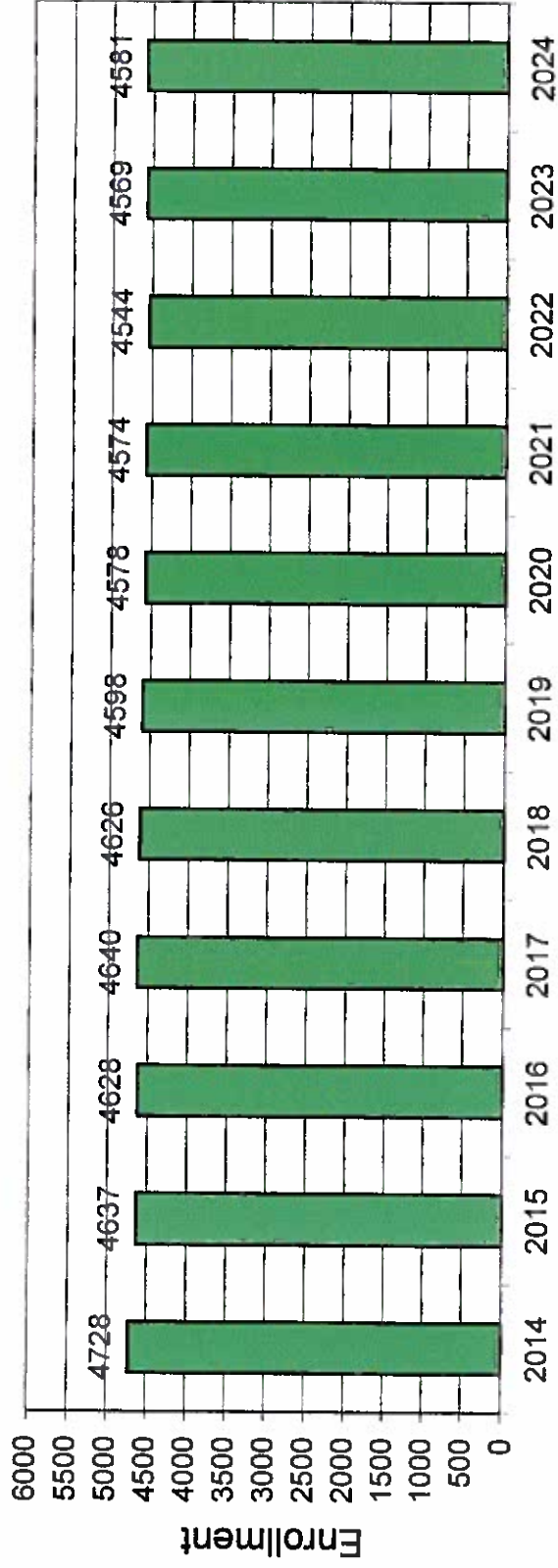
Historical Enrollment By Grade																			
Birth Year	Births	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
1999	242	2004-05	77	336	369	378	391	375	420	400	426	441	413	418	393	393	65	5218	5295
2000	214	2005-06	68	325	352	387	404	414	386	427	392	422	416	412	429	384	63	5213	5281
2001	268	2006-07	82	341	360	359	395	408	423	396	426	403	407	426	410	427	61	5242	5304
2002	217	2007-08	60	338	349	355	362	406	420	448	386	428	395	407	423	415	64	5196	5256
2003	232	2008-09	51	332	350	358	360	359	397	413	430	405	418	396	409	421	71	5119	5170
2004	228	2009-10	61	314	333	348	362	367	361	400	417	440	388	429	398	412	65	5034	5095
2005	195	2010-11	58	288	352	349	350	381	372	366	395	425	411	387	434	403	88	5001	5059
2006	205	2011-12	52	286	288	345	339	349	388	370	358	403	410	411	391	434	62	4834	4886
2007	215	2012-13	49	304	306	310	377	365	366	388	356	363	388	415	412	387	0	4737	4786
2008	167	2013-14	60	268	324	313	313	372	370	375	392	369	344	386	417	416	0	4659	4719
2009	173	2014-15	67	295	287	334	326	321	392	371	381	401	362	360	398	433	0	4661	4728

Historical Enrollment in Grade Combinations									
Year	PK-6	1-6	K-6	5-8	6-8	7-8	7-12	9-12	
2004-05	2746	2333	2669	1687	1267	867	2484	1617	
2005-06	2763	2370	2695	1627	1241	814	2455	1641	
2006-07	2744	2341	2682	1648	1225	829	2499	1670	
2007-08	2738	2340	2678	1682	1262	814	2454	1640	
2008-09	2620	2237	2569	1645	1248	835	2479	1644	
2009-10	2546	2171	2485	1618	1257	857	2484	1627	
2010-11	2516	2170	2458	1558	1186	820	2455	1635	
2011-12	2417	2079	2365	1473	1107	761	2407	1646	
2012-13	2465	2112	2416	1473	1107	719	2321	1602	
2013-14	2395	2067	2335	1396	1136	761	2324	1563	
2014-15	2393	2031	2326	1308	1153	782	2335	1553	

Historical Percentage Changes			
Year	K-12	Diff.	%
2004-05	5218	0	0.0%
2005-06	5213	-5	-0.1%
2006-07	5242	29	0.6%
2007-08	5196	-46	-0.9%
2008-09	5119	-77	-1.5%
2009-10	5034	-85	-1.7%
2010-11	5001	-33	-0.7%
2011-12	4834	-167	-3.3%
2012-13	4737	-97	-2.0%
2013-14	4659	-78	-1.6%
2014-15	4661	2	0.0%
Change		-557	-10.7%

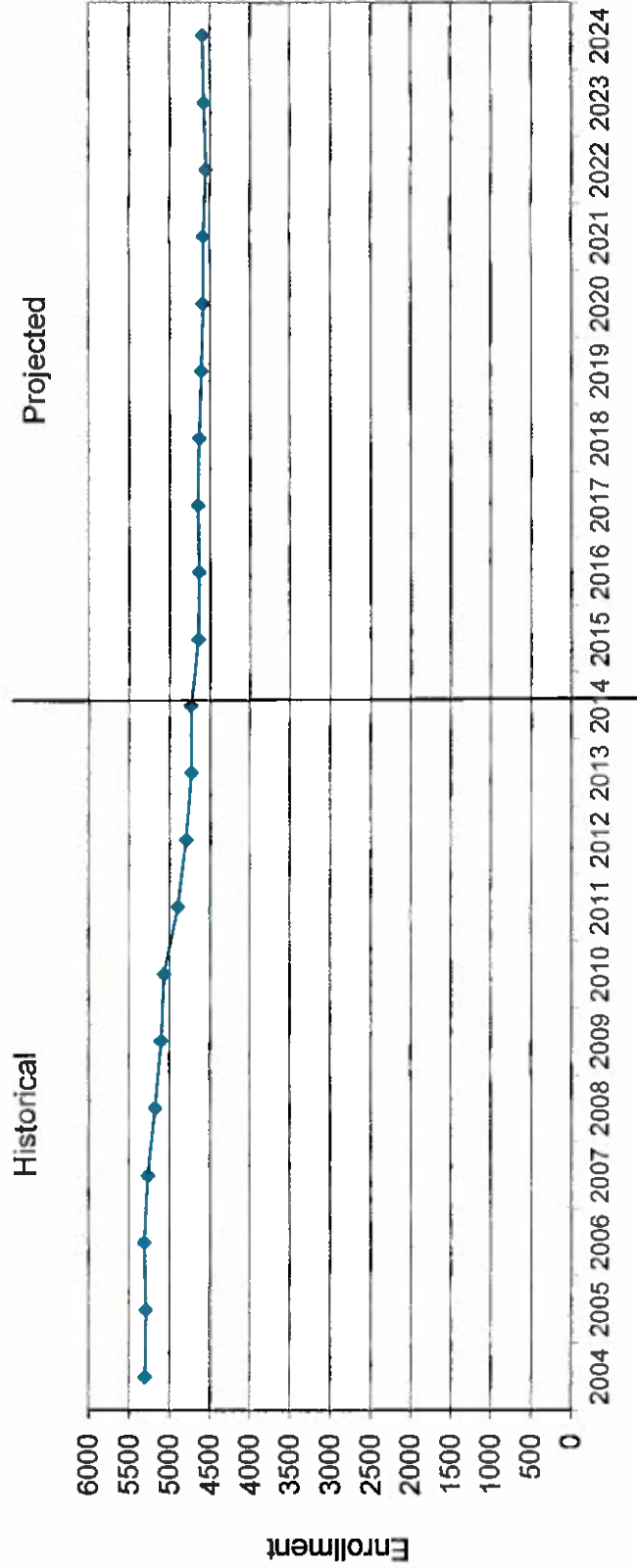
Amity RSD#5, CT Projected Enrollment

PK-12 TO 2024 Based On Data Through School Year 2014-15

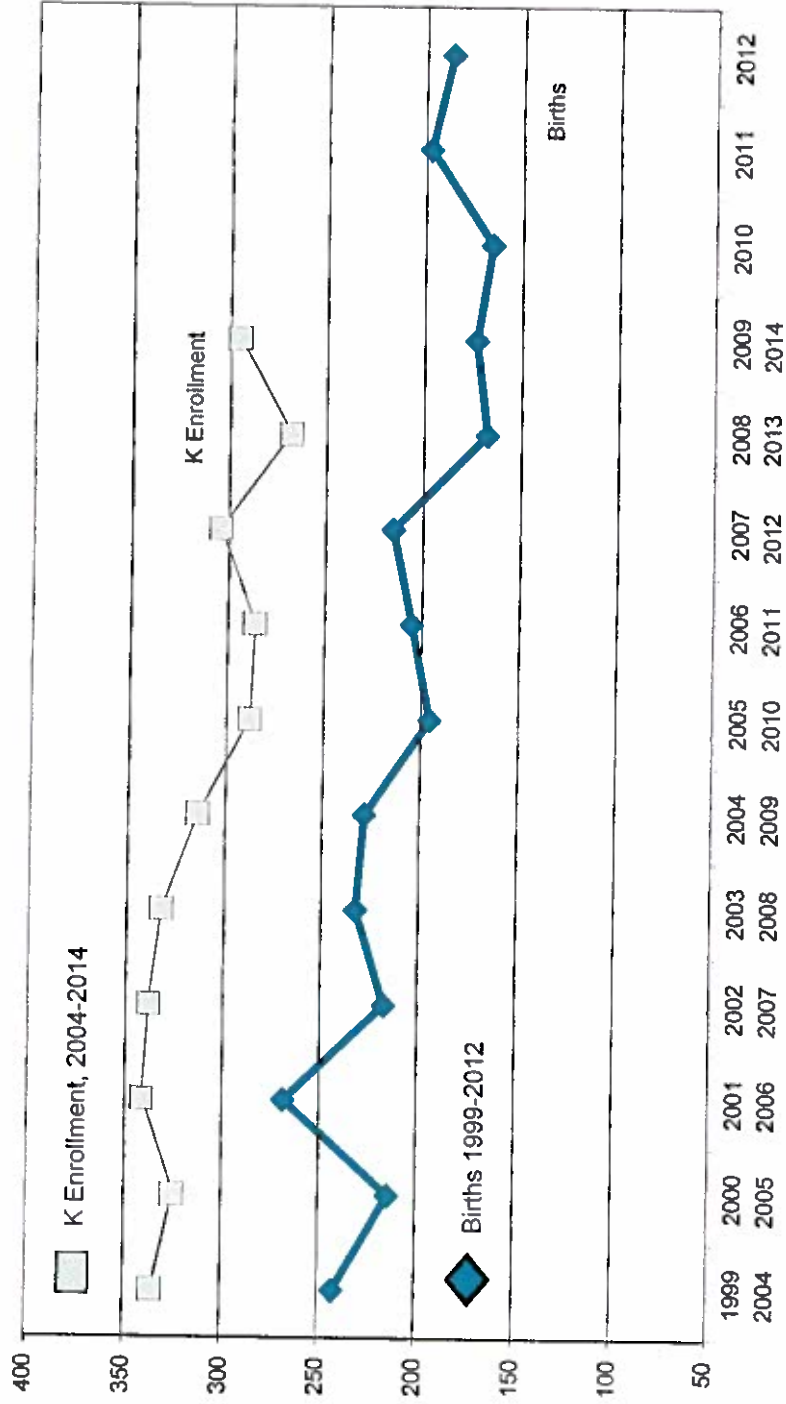


Amity RSD#5, CT Historical & Projected Enrollment

PK-12, 2004-2024



Amity RSD#5, CT Birth-to-Kindergarten Relationship





Amity RSD#5, CT Additional Data

Building Permits Issued		
Year	Single-Family	Multi-Units
2005	30B 70 13W	0
2010	2B 80 1W	0
2011	60 3W	0
2012	3B 180 3W	0
2013	2B 200 1W	0
2014	n/a	0

Source: HUD and Building Department

Year	Enrollment History	
	Voc-Tech 9-12 Total	Non-Public K-12 Total
2005-06	n/a	n/a
2010-11	16	517
2011-12	13	n/a
2012-13	n/a	n/a
2013-14	12	n/a
2014-15	8	n/a

Residents in Non-Public Independent and Parochial Schools (General Education)														
Enrollments as of Oct. 1	K	1	2	3	4	5	6	7	8	9	10	11	12	K-12 TOTAL
	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a

K-12 Home-Schooled Students	8
2014	8

K-12 Residents "Choiced-out" or in Charter or Magnet Schools	0
2014	0

K-12 Special Education Outplaced Students	33
2014	33

K-12 Choiced-In, Tuitioned-In, & Other Non-Residents	21
2014	21

The above data were used to assist in the preparation of the enrollment projections. If additional demographic work is needed, please contact our office.

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



Charles S. Dumais
Superintendent of Schools

charles.dumais@reg5.k12.ct.us
203.392.2106

To: Amity Board of Education and Amity Finance Committee
From: Charles S. Dumais, Superintendent of Schools
Re: Proposed 2015-2016 Budget – Recommended Modifications & Responses to Questions
Date: January 23, 2015

Updated Figures:

The initial budget document was prepared while we were engaged in negotiations with the Amity Education Association. Our budget assumptions included a step increase for all teachers and a general wage increase that was equal to the average of awards to date from across the State. On January 12, 2015, the Amity Board of Education approved the collective bargaining agreement with the teachers. Our placeholder was, by design, greater than the actual cost of the settlement.

Since our initial presentation, we have received medical and dental insurance claims from December 2014. Claims, which were below budget for the first five months of the fiscal year, exceeded budget by more than \$50,000 in December 2014.

The net change has been applied to the current recommendation with the following considerations:

- **Maintaining the Value** of our programs and services
- **Reducing the Impact** from previously recommended reductions
- **Reducing the Risk** associated with difficult-to-predict budget categories, and
- **Reducing the Burden** on the sending towns

Recommended Modifications:

Impact: In light of the 2013-2014 NESDEC Enrollment Projections, the number of certified positions recommended for reduction at Amity Regional High School has been changed to 2.0 from 3.0.

Risk: Adjustments to the medical & dental accounts have been made to reduce the likelihood that the Self-Insurance Reserve Fund will fall below a reserve to claims ratio of 20%.

Risk: The special education transportation and tuition expense accounts were increased to cover the estimated cost of placing one student in an out-of-district facility.

Risk: A facilities contingency account (\$100,000) was established.

Burden: The revised proposed 2015-2016 Budget increases total expenditures by **\$976,415**, or **2.12%**. Member Town Allocations increase by **\$1,261,947**, or **2.85%**. We have maintained the amount of this year's budget allocated for next year's budget (\$150,000) in order to limit the decrease in revenues and, subsequently, minimize the single-year increase in member town allocations.

What would it cost for a 0 percent budget?

A zero percent increase would require that an additional \$976,415 be eliminated from the budget request. Considering the efforts to reduce costs, increase risks, and significantly limit, if not eliminate, requests for equipment and programs, a reduction of the current request by nearly one million dollars would have a significant and long-lasting negative effect on the quality of education at Amity.

Why are funds directed to the subsequent year's budget instead of being returned directly to the Towns?

Over the last decade, amounts from \$0 to \$800,000 have been allocated to the subsequent year's budget. The impact of this allocation is an increase in revenue and a decrease in the amount that is contributed by Bethany, Orange, and Woodbridge.

As we move forward with our budget planning, we are trying to identify ways in which we can minimize the potential variation from year to year. Establishing a five year capital improvement plan that is regular and even, with an associated bonding recommendation, is one of those efforts. Another is annually reducing the amount allocated to subsequent budget years. Transitioning to a regular value (whether it be \$0 or something else) will help to maintain member town allocations that are more consistent with the overall budget increase.

The current proposed budget maintains the designation of \$150,000 (compared to \$266,000 last year) from this year's budget. If the designation were not made, the impact on member town allocations can be seen in the table below.

MEMBER TOWNS	Designate \$150,000		Designate \$0	
	VAR. \$ TO BUDGET	VAR. % TO BUDGET	VAR. \$ TO BUDGET	VAR. % TO BUDGET
BETHANY	\$261,840	2.84%	\$293,069	3.18%
ORANGE	\$702,940	3.23%	\$777,035	3.57%
WOODBIDGE	\$297,167	2.24%	\$341,843	2.58%
TOTALS	\$1,261,947	2.85%	\$1,411,947	3.19%

What is the impact on the Towns of designating funds to the subsequent budget year instead of returning them to the Towns?

Since there are changes in the average daily membership (ADM) and the percentage of students residing in each member town, the member town allocations fluctuate each year. Hence, when funds are allocated to a subsequent year, it is possible that the impact on the member towns will vary.

Over the last decade, the net difference between each town's portion that they would have received had the funds been returned and the portion of the amount allocated to the subsequent year are: Bethany, (\$3,670); Orange, \$24,321; Woodbridge, (\$20,651). Specifically, had funds been returned to the member towns instead of allocated to the subsequent year's budget, Bethany's allocation would have **decreased** an average of \$367/year, Orange's allocation would have **increased** an average of \$2,432/year, and Woodbridge's allocation would have **decreased** an average of \$2,065/year.

**Dollar Impact to Member Towns
Designate for Subsequent Budget versus Return Funds**

DESIGNATED FOR SUBSEQUENT BUDGET

FISCAL YEAR	BETHANY	ORANGE	WOODBRI	TOTALS
2006-2007	\$ - \$	- \$	- \$	-
2007-2008	\$ 38,556 \$	81,049 \$	60,395 \$	180,000
2008-2009	\$ 144,146 \$	310,781 \$	225,073 \$	680,000
2009-2010	\$ 106,295 \$	233,800 \$	159,905 \$	500,000
2010-2011	\$ 169,416 \$	379,928 \$	250,656 \$	800,000
2011-2012	\$ 138,274 \$	326,760 \$	209,966 \$	675,000
2012-2013	\$ 61,863 \$	148,959 \$	89,178 \$	300,000
2013-2014	\$ - \$	- \$	- \$	-
2014-2015	\$ 55,384 \$	130,917 \$	79,699 \$	266,000
2015-2016	\$ 31,229 \$	74,095 \$	44,676 \$	150,000
	\$ 745,163 \$	1,686,289 \$	1,119,548 \$	3,551,000

WHAT-IF RETURNED TO MEMBER TOWNS

FISCAL YEAR	BETHANY	ORANGE	WOODBRI	TOTALS
2006-2007	\$ 38,171 \$	80,741 \$	61,088 \$	180,000
2007-2008	\$ 145,656 \$	306,184 \$	228,160 \$	680,000
2008-2009	\$ 105,990 \$	228,515 \$	165,495 \$	500,000
2009-2010	\$ 170,072 \$	374,080 \$	255,848 \$	800,000
2010-2011	\$ 142,945 \$	320,564 \$	211,491 \$	675,000
2011-2012	\$ 61,455 \$	145,227 \$	93,318 \$	300,000
2012-2013	\$ - \$	- \$	- \$	-
2013-2014	\$ 53,312 \$	132,832 \$	79,856 \$	266,000
2014-2015	\$ 31,232 \$	73,825 \$	44,943 \$	150,000
2015-2016	\$ - \$	- \$	-	
	\$ 748,833 \$	1,661,968 \$	1,140,199 \$	3,551,000

How do other districts address Contingency Accounts?

Establishing the amount of funding allocated to contingency in area districts is difficult. Some districts have accounts specifically designated for contingency in areas like maintenance and special education, while others rely on transferring funds from one or more accounts in an emergency. We are working on developing a better understanding of how area districts (local and regional) address contingency accounts. As a single example, Region 18 has a \$200,000 maintenance contingency account (and an operating budget of \$26,851,550).

Have we considered bidding Medical & Dental Insurance Services?

Amity Regional School District No. 5 Health Insurance Consultant Steve Rinaldi, Area Vice-President, Everett James, a division of Gallagher Benefit Services, stated, "The district plan is self-funded. Anthem is hired to administer claims and provide stop loss protection. Best practice vendor sourcing suggests that the benefit plans be marketed [bid] periodically, preferably, when a change in vendors is actually possible lest vendors lose interest from "check bids" and choose not to participate in the future.

There are a variety of reasons why a bid should be deferred to next year:

- The District will be implementing a significant change in the benefit plan this year as a result of the recently concluded teacher negotiations. All teachers will be required to enroll in the HDHP/HSA effective January 1, 2016 and the plan design will change significantly. To also impose a potential change in medical HSA vendor while the district is implementing a new medical HSA plan design may prove to be very challenging given district administrative staff levels.
- The timing for a medical RFP would be very compressed. The RFP needs to be designed, populated with plan and claim data, reviewed, approved and released (late January or early February); vendor proposals would be received from medical vendors (late February or early March); proposals would need to be analyzed, questions asked and answered, vendors interviewed and a decision made (mid-April); a change in vendors would be announced and implemented [May, June (end of the school year)]. This is very tight timing with no room for delay. Releasing the RFP in November 2015, for a July 1, 2016 date would be far superior.
- The Anthem fee structure will be scrutinized, negotiated, and benchmarked to assure pricing is competitive.

The Stop Loss program can be bid, since this represents the largest portion of administration/premium costs and a change would not impact employees."

What unfunded and underfunded education mandates exist in Connecticut?

A 2013 report from the Connecticut Office of Legislative Research that identifies Education Mandates on Local School Districts can be found here: <http://cga.ct.gov/2013/rpt/pdf/2013-R-0294.pdf>

Is it feasible to offer tuition special education services?

Amity Regional School District No. 5 offers exemplary services to our special education population. On occasion, we will take a single tuition student from an area district if we currently offer services that are not offered in the sending district. While we welcome the opportunity to assist area districts in delivering special education services, we are not in a position to solicit tuition placements. Even though sending districts would bear financial responsibility for associated services (behavioral therapy, occupational therapy, speech and language therapy, etc.), the cost of certified teachers and paraprofessionals – both planned and unanticipated – would restrict our ability to annually produce a budget that would guarantee that the program would not run with a deficit. (Note: our special education per pupil expenditure is \$27,653, excluding any additional required services)

Document Updates:

We have modified the budget document to include *Function Detail*, which includes the same information as the *Budget Detail* but is sorted by function.

A *Glossary* section has been added with commonly used terms.

Important Dates:

February 2, 2015	Amity Finance Committee
February 9, 2015	Amity Board of Education (at Amity Middle School – Orange)
February 19, 2015	Woodbridge Board of Finance
February 23, 2015	Orange Board of Finance
March 3, 2015	Bethany Board of Finance
March 9, 2015	Amity Finance Committee
March 9, 2015	Amity Board of Education
April 6, 2015	Public District Budget Hearing
May 5, 2015	Annual Public Budget Meeting
May 6, 2015	Referendum

**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	DEC '14 FORECAST	CHANGE INCR./(DECR.)	JAN '15 FORECAST	VARIANCE OVER/(UNDER)	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	216,706	815	217,521	5,027	FAV
3	OTHER STATE GRANTS	994,086	1,314,505	1,079,205	(2,785)	1,076,420	(238,085)	UNF
4	MISCELLANEOUS INCOME	34,631	305,690	309,417	(1,625)	307,792	2,102	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	45,920,501	(3,595)	45,816,906	(230,956)	UNF
7	SALARIES	23,159,116	24,131,979	23,984,241	(60,479)	23,923,762	(208,217)	FAV
8	BENEFITS	5,788,195	5,689,365	5,693,976	(1,338)	5,692,638	3,273	UNF
9	PURCHASED SERVICES	6,443,930	7,875,010	7,589,417	29,683	7,619,100	(255,910)	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	3,047,177	1,000	3,048,177	23,033	UNF
12	EQUIPMENT	355,459	227,715	227,715	0	227,715	0	FAV
13	IMPROVEMENTS / CONTINGENCY	124,214	150,000	144,900	0	144,900	(5,100)	FAV
14	DUES AND FEES	118,302	148,486	148,486	0	148,486	0	FAV
15	TRANSFER ACCOUNT	367,516	0	100,000	(100,000)	0	0	FAV
16	TOTAL EXPENDITURES	44,358,431	46,047,862	45,736,075	(131,134)	45,604,941	(442,921)	FAV
17	SUBTOTAL	284,719	0	84,426	127,539	211,965	211,965	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	62,660	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	(266,000)	0	0	(150,000)	(150,000)	(150,000)	UNF
20	NET BALANCE / (DEFICIT)	81,379	0	84,426	(22,461)	61,965	61,965	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	NOV '14 FORECAST	CHANGE INCR./(DECR.)	JAN '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF	COL 7 FAV UNF
1	BETHANY ALLOCATION	8,670,180	9,204,690	9,204,690	0	9,204,690	0	0	FAV
2	ORANGE ALLOCATION	21,602,772	21,758,187	21,758,187	0	21,758,187	0	0	FAV
3	WOODBRIE ALLOCATION	12,987,101	13,245,805	13,245,805	0	13,245,805	0	0	FAV
4	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	0	FAV
5	ADULT EDUCATION	3,286	2,936	3,405	0	3,405	0	469	FAV
6	PARKING INCOME	32,106	30,000	30,000	0	30,000	0	0	FAV
7	INVESTMENT INCOME	1,425	1,500	1,500	815	2,315	815	815	FAV
8	ATHLETICS	34,567	32,500	32,500	0	32,500	0	0	FAV
9	TUITION REVENUE	124,814	72,985	74,425	0	74,425	0	1,440	FAV
10	TRANSPORTATION INCOME	90,409	72,573	74,876	0	74,876	0	2,303	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	0	FAV
12	OTHER REVENUE	286,607	212,494	216,706	815	217,521	815	5,027	FAV
13	BESB GRANT	0	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	994,086	1,314,505	1,079,205	(2,785)	1,076,420	(2,785)	(238,085)	UNF
15	OTHER STATE GRANTS	994,086	1,314,505	1,079,205	(2,785)	1,076,420	(2,785)	(238,085)	UNF
16	RENTAL INCOME	24,900	21,000	21,000	2,375	23,375	2,375	2,375	FAV
17	DESIGNATED FROM PRIOR YEAR	0	266,000	266,000	0	266,000	0	0	FAV
18	OTHER REVENUE	9,731	18,690	22,417	(4,000)	18,417	(4,000)	(273)	UNF
19	TRANSFER IN	0	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	34,631	305,690	309,417	(1,625)	307,792	(1,625)	2,102	FAV
21	BUILDING RENOVATION GRANTS	67,773	6,491	6,491	0	6,491	0	0	FAV
22	TOTAL REVENUES	44,643,150	46,047,862	45,820,501	(3,595)	45,816,906	(3,595)	(230,956)	UNF

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

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

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2013-2014 ACTUAL	2014-2015 BUDGET	NOV '14 FORECAST	CHANGE INCR./(DECR.)	JAN '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	5111-CERTIFIED SALARIES	19,385,010	20,158,622	20,043,282	(72,388)	19,970,894	(187,728)	FAV
2	5112-CLASSIFIED SALARIES	3,774,106	3,973,357	3,940,959	11,909	3,952,868	(20,489)	FAV
3	SALARIES	23,159,116	24,131,979	23,984,241	(60,479)	23,923,762	(208,217)	FAV
4	5200-MEDICARE - ER	307,410	318,524	318,363	(803)	317,560	(964)	FAV
5	5210-FICA - ER	238,123	241,309	246,607	(622)	245,985	4,676	UNF
6	5220-WORKERS' COMPENSATION	186,323	206,933	206,933	0	206,933	0	FAV
7	5255-MEDICAL & DENTAL INSURANCE	4,100,644	3,994,853	3,994,853	0	3,994,853	0	FAV
8	5860-OPEB TRUST	55,265	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	42,895	46,104	45,852	87	45,939	(165)	FAV
10	5275-DISABILITY INSURANCE	9,733	10,219	9,945	0	9,945	(274)	FAV
11	5280-PENSION PLAN - CLASSIFIED	707,554	738,934	738,934	0	738,934	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	61,142	50,588	50,588	0	50,588	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	4	2,817	2,817	0	2,817	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	70,488	69,084	69,084	0	69,084	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	8,614	10,000	10,000	0	10,000	0	FAV
16	BENEFITS	5,788,195	5,689,365	5,693,976	(1,338)	5,692,638	3,273	UNF
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	15,224	21,500	21,500	0	21,500	0	FAV
18	5327-DATA PROCESSING	69,780	67,892	67,892	0	67,892	0	FAV
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	950,699	1,096,440	1,096,440	0	1,096,440	0	FAV
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	62,930	103,127	103,127	0	103,127	0	FAV
21	5510-PUPIL TRANSPORTATION	2,238,529	2,708,889	2,624,730	36,734	2,661,464	(47,425)	FAV
22	5521-GENERAL LIABILITY INSURANCE	176,152	191,120	196,220	0	196,220	5,100	UNF
23	5550-COMMUNICATIONS: TEL, POST, ETC.	63,778	103,750	103,750	0	103,750	0	FAV
24	5560-TUITION EXPENSE	2,797,795	3,482,515	3,275,981	(7,051)	3,268,930	(213,585)	FAV
25	5590-OTHER PURCHASED SERVICES	69,043	99,777	99,777	0	99,777	0	FAV
26	PURCHASED SERVICES	6,443,930	7,875,010	7,589,417	29,683	7,619,100	(255,910)	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	NOV '14 FORECAST	CHANGE INCR./(DECR.)	JAN '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	867,933	0	867,933	22,033	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	707,616	689,279	689,279	0	689,279	0	FAV
32	5611-INSTRUCTIONAL SUPPLIES	352,762	408,800	408,800	0	408,800	0	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	191,154	195,555	195,555	0	195,555	0	FAV
34	5620-OIL USED FOR HEATING	142,741	110,430	110,430	0	110,430	0	FAV
35	5621-NATURAL GAS	99,670	95,000	95,000	1,000	96,000	1,000	UNF
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	3,047,177	1,000	3,048,177	23,033	UNF
41	5730-EQUIPMENT - NEW	129,598	28,830	28,830	0	28,830	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	225,861	198,885	198,885	0	198,885	0	FAV
43	EQUIPMENT	355,459	227,715	227,715	0	227,715	0	FAV
44	5715-IMPROVEMENTS TO BUILDING	45,324	0	0	0	0	0	FAV
45	5720-IMPROVEMENTS TO SITES	78,890	0	0	9,860	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	(5,100)	(9,860)	(14,960)	(14,960)	FAV
48	IMPROVEMENTS / CONTINGENCY	124,214	150,000	144,900	0	144,900	(5,100)	FAV
49	5580-STAFF TRAVEL	24,890	21,068	21,068	0	21,068	0	FAV
50	5581-TRAVEL - CONFERENCES	20,219	27,389	27,389	0	27,389	0	FAV
51	5810-DUES & FEES	73,193	100,029	100,029	0	100,029	0	FAV
52	DUES AND FEES	118,302	148,486	148,486	0	148,486	0	FAV
53	5856-TRANSFER ACCOUNT	367,516	0	100,000	(100,000)	0	0	FAV
54	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	44,358,431	46,047,862	45,736,075	(131,134)	45,604,941	(442,921)	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**



JANUARY 2015

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.

2014-2015 BUDGET VARIANCES

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

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

CATEGORY	VARIANCE \$	EXPLANATION
Salaries 'Turnover'	<i>(\$99,002) FAV</i>	We found out about 14 retirements and resignations <u>after</u> the budget was adopted. The budget assumed 5 retirements and resignations in all. There were 19 retirements and resignations. Three vacant positions are in the process of being replaced. The critical hiring time is always after the budget is adopted.
Special Education Transportation	<i>(\$47,425)</i> This favorable variance is partially offset by a reduction in Special Education Grants (Excess Costs)	<ul style="list-style-type: none"> • Transportation costs are budgeted based on where we think certain students will be placed. A change in placement can affect the related transportation costs. For example, three students will attend the same out-of-district school, while the budget assumed each would be at a different school. • We were able to share transportation costs with an Elementary School District. • Three parents elected to provide transportation for their child. We reimburse the parent at the current IRS mileage rate instead of hiring a more expensive van which had been budgeted. • We budgeted for an Orange and Woodbridge bus for one of our out-of-district schools. We were able to put the students on one bus. • A smaller enrollment in summer school resulted in lower transportation costs.

2014-2015 BUDGET VARIANCES
(Continued)

<i>CATEGORY</i>	<i>VARIANCE \$</i>	<i>EXPLANATION</i>
Tuition Expense	(\$213,585) FAV This favorable variance is partially offset by a reduction in Special Education Grants (Excess Costs)	<ul style="list-style-type: none"> • Two previously outplaced students returned to the District this school year. • Changes in placements resulted in savings. • We budgeted for a 3 to 5 percent tuition increase. Two schools had no increase in their tuition. • One high cost school only increased 1 percent. We budgeted for a 3 percent increase. • The Step Forward Program at Gateway has 2 students attending. We budgeted for 4 students attending. • Our enrollment in Vo-Ag schools is down by more than one-half.

2014-2015 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is **\$61,965 FAV** (previously \$84,426 FAV), which appears on page 1, column 6, line 20.

The forecast assumes a designation of \$150,000 UNF to next fiscal year’s budget. This appears on page 1, column 6, line 19.

The forecast includes **\$0 FAV** (previously \$100,000 UNF) in the Transfer Account on page 4, column 5:

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

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$230,956 UNF** (previously \$227,361 UNF), which appears on page 2, column 6, line 22.

LINE 7 on Page 2: INVESTMENT INCOME:

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

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

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 (previously 75.0 percent).*

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 will receive 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 **\$442,921 FAV** (previously \$311,797 FAV), which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

'Turnover savings' (i.e., replacing teachers who retired or resigned) are estimated at **\$99,002 FAV** over budget. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements/resignations. There were 19 retirements and resignations in all. Two vacant positions are in the process of being replaced. This may change the 'turnover savings' variance. *Staff changes and unpaid leaves-of-absence have resulted in a savings of \$72,388 FAV.*

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

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

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

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

The forecast is based on current staffing.

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

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

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

	Forecast	Budget	Variance
Balance, June 30, 2015	\$975,498	\$754,824	\$220,674 FAV
Reserve as Percent of Claims	23.0%	17.2%	5.8% FAV

LINE 8 on Page 3: 5860-OPEB TRUST:

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

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

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

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

Note B: The budget has \$0.

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 21 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of \$47,425 FAV (previously \$84,159 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 \$213,585 FAV (previously \$206,534 FAV).

Tuition for the vo-ag schools has a projected variance of \$87,296 FAV (previously \$84,585 FAV).

	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 BUDGET	FY14-15 FORECAST
Sound	7	6	8	7	7	5
Trumbull	4	3	2	2	3	2
Nonnewaug	5	3	2	2	5	1
Common Guard Charter HS	0	0	0	0	0	1
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 **\$131,619 FAV (previously \$136,874 FAV)**.

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

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

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

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

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

Degree days through December 2014 were 1,198 compared to degree days last year through the same time period of 1,498. Degree days are 20.0 percent lower than last year through December 2014.

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	301,828	301,828	-	295,361	304,135
January	327,249	327,249	-	322,535	327,453
February	315,198	315,198	-	323,318	302,733
March	308,146	308,146	-	306,728	305,316
April	322,408	322,408	-	300,730	339,642
May	336,781	336,781	-	324,543	344,377
June	343,511	343,511	-	329,909	352,378
Totals	3,838,764	3,940,349	(101,585)	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. *Year-to-date expenditures through December 2014 are \$3,750.* The forecast assumes the entire budget will be spent.

Below is a list of large repairs:

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

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

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 \$135,040, if the budget transfer request is approved.*

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

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

LINE 53 on Page 4: 5856-TRANSFER ACCOUNT:

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

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.

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	\$ 365,657	\$ 365,657	\$ -	\$ 402,402	\$ 317,314
February	\$ 365,657	\$ 365,657	\$ -	\$ 238,891	\$ 241,012
March	\$ 365,657	\$ 365,657	\$ -	\$ 368,088	\$ 251,862
April	\$ 365,657	\$ 365,657	\$ -	\$ 374,121	\$ 314,479
May	\$ 365,657	\$ 365,657	\$ -	\$ 314,836	\$ 309,373
June	\$ 365,658	\$ 365,658	\$ -	\$ 315,712	\$ 425,303
Totals	\$ 4,238,441	\$ 4,387,885	\$ (149,444)	\$ 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	\$ 50,000	\$ 50,000	\$ -	\$ 44,201	\$ 83,428
February	\$ 50,000	\$ 50,000	\$ -	\$ 43,730	\$ 59,882
March	\$ 50,000	\$ 50,000	\$ -	\$ 33,847	\$ 38,761
April	\$ 50,000	\$ 50,000	\$ -	\$ 30,543	\$ 38,478
May	\$ 50,000	\$ 50,000	\$ -	\$ 41,930	\$ 38,389
June	\$ 51,343	\$ 51,343	\$ -	\$ 41,781	\$ 38,159
Totals	\$ 772,724	\$ 786,343	\$ (13,619)	\$ 665,180	\$ 714,687

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

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

DESCRIPTION	FORECAST	BUDGET	VARIANCE \$
Balance, June 30, 2014	\$929,397	\$754,824	\$174,573 FAV
Claims Variance	\$149,444 A	\$0	\$149,444 FAV
Fees Variance	\$13,619 B	\$0	\$13,619 FAV
Premiums & Other Variances	(\$116,962) C	\$0	(\$116,962) UNF
OPEB Transfer	\$0 D	\$0	\$0 FAV
Year End Available Fund balance	\$0 E	\$0	\$0 FAV
Balance, June 30, 2015	\$975,498	\$754,824	\$220,674 FAV
Reserve as Percent of Claims	23.0%	17.2%	5.8% FAV

Notes:

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

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

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

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

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

APPENDIX B

2014-2015 COST SAVINGS AND EFFICIENCIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2014	86	03132220	5611		
					INSTRUCTIONAL SUPPLIES
				\$ -1,700.00	to purchase databases
July 2014	86	03132220	5690		OTHER SUPPLIES
				\$ 1,700.00	to purchase databases
July 2014	87	03111010	5611		INSTRUCTIONAL SUPPLIES
				\$ -800.00	purchase tables for library
July 2014	87	03132220	5730		EQUIPMENT - NEW
				\$ 800.00	purchase tables for library
July 2014	89	03132220	5730		EQUIPMENT - NEW
				\$ 300.00	desks for media center
July 2014	89	03111010	5611		INSTRUCTIONAL SUPPLIES
				\$ -300.00	desks for media center
July 2014	90	03132220	5730		EQUIPMENT - NEW
				\$ 800.00	tables/desks media specialists
July 2014	90	03142219	5611		INSTRUCTIONAL SUPPLIES
				\$ -800.00	tables/desks media specialists
August 2014	72	02132400	5810		DUES & FEES
				\$ -40.00	MEMBERSHIP DUES -MUSIC
August 2014	72	02111010	5810		DUES & FEES
				\$ 40.00	MEMBERSHIP DUES -MUSIC
September 2014	9	03111013	5420		REPAIRS,MAINTENANCE & CLEANING
				\$ 456.00	For microscope repairs
September 2014	9	03111013	5641		TEXTBOOKS
				\$ -456.00	For microscope repairs
September 2014	130	03142219	5611		INSTRUCTIONAL SUPPLIES
				\$ -1,200.00	NEW WORLD LANGUAGE TEXTBOOKS
September 2014	130	03111006	5641		TEXTBOOKS
				\$ 1,200.00	NEW WORLD LANGUAGE TEXTBOOKS
September 2014	201	01111008	5420		REPAIRS,MAINTENANCE & CLEANING
				\$ 425.00	EXTENDED COVERAGE 3DPRINTER
September 2014	201	01111008	5611		INSTRUCTIONAL SUPPLIES
				\$ -425.00	EXTENDED COVERAGE 3DPRINTER
October 2014	9	01113201	5690		OTHER SUPPLIES
				\$ 100.00	AFTER SCHOOL ACTORS CLUB
October 2014	9	01132400	5330		OTHER PROFESSIONAL & TECH SRVC
				\$ -100.00	AFTER SCHOOL ACTORS CLUB
October 2014	67	03132220	5730		EQUIPMENT - NEW
				\$ 115.00	PURCHASE DVD CABINET AND TABLE
October 2014	67	03132220	5810		DUES & FEES
				\$ -745.00	NOT ATTENDING CONFERENCE 14-15
October 2014	67	03132220	5690		OTHER SUPPLIES
				\$ 430.00	ADDITIONAL DATABASE
October 2014	67	03132220	5642		LIBRARY BOOKS & PERIODICALS
				\$ 200.00	ADDITIONAL PERIODICALS
October 2014	84	01142600	5613		MAINTENANCE/CUSTODIAL SUPPLIES
				\$ -561.00	replace snow blower
October 2014	84	01142600	5731		EQUIPMENT - REPLACEMENT
				\$ 561.00	replace snow blower
October 2014	125	02132120	5590		OTHER PURCHASED SERVICES
				\$ -178.00	TO PURCHASE OFFICE SUPPLIES
October 2014	125	02132120	5690		OTHER SUPPLIES
				\$ 178.00	TO PURCHASE OFFICE SUPPLIES
October 2014	126	02132120	5590		OTHER PURCHASED SERVICES
				\$ -15.00	FOR CONFERENCE/MEMBERSHIP
October 2014	126	02132120	5581		TRAVEL - CONFERENCES
				\$ 15.00	FOR CONFERENCE/MEMBERSHIP
October 2014	132	03111011	5611		INSTRUCTIONAL SUPPLIES
				\$ -266.00	tv/wall mount replacement
October 2014	132	05142350	5730		EQUIPMENT - NEW
				\$ 266.00	tv/wall mount replacement
October 2014	192	03132120	5590		OTHER PURCHASED SERVICES
				\$ -1,084.00	New AP French Textbooks
October 2014	192	03111006	5641		TEXTBOOKS
				\$ 1,084.00	New AP French Textbooks
November 2014	16	03111006	5641		TEXTBOOKS
				\$ 400.00	New french textbooks
November 2014	16	03111006	5810		DUES & FEES
				\$ -400.00	New french textbooks
November 2014	31	04126110	5560		TUITION EXPENSE
				\$ 2,380.00	TUITION - WHITNEY HIGH SCHOOL
November 2014	31	04126111	5560		TUITION EXPENSE
				\$ -2,380.00	TUITION - WHITNEY HIGH SCHOOL
November 2014	67	05142350	5731		EQUIPMENT - REPLACEMENT
				\$ 1,200.00	Replacement COW cart
November 2014	67	05142350	5690		OTHER SUPPLIES
				\$ -1,200.00	Replacement COW Cart
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	5690		OTHER SUPPLIES
				\$ 15.00	reimbursement for math team te
January 2015	25	03111009	5611		INSTRUCTIONAL 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	97	02142600	5410		UTILITIES, EXCLUDING HEAT
				\$ 1,200.00	TRANSFER FOR REGIONAL WATER

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
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

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



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

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

To: Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: New Funding Requests for Fiscal Year
Date: January 23, 2015

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

Bethany Track:

The Bethany physical education department needs a gravel walking path/track outside in the back field. At this time, we use the front parking lot for running and physical fitness testing. This is a safety issue with cars, trucks, and buses coming and going. Unyielding concrete and asphalt pose a number of difficulties for the runner's anatomy. When students run on the back field without a gravel base path/track, the footing can become wet and muddy. The slippery and muddy surface is not safe for runners and creates a dirt problem in the building after the mud is tracked in from the students' sneakers. This is primarily a safety issue.

We received five bids. Two were disqualified (i.e., not in sealed envelope; only bid hourly rate). The low bidder was Connecticut Sealcoating LLC of Bethlehem, Connecticut at \$9,860.00. Facilities Director Jim Saisa checked out this firm's references and made the recommendation to use them. The bid is under \$35,000 so the Board does not need to vote to award the contract. We are requesting a budget transfer to cover the cost.

#1 – Move to make the following budget transfer to pay for the installation of a gravel track at Amity Middle School – Bethany Campus:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency Account	\$9,860	
01-14-2600-5720	Improvements to Sites		\$9,860

CONTINGENCY ACCOUNT RECAP

Budget		\$150,000
August:	District Medical Malpractice Insurance	<u>\$ 5,100</u>
Subtotal		\$144,900
<i>February</i>	<i>Bethany Track</i>	<u><i>\$ 9,860</i></u>
<i>Balance</i>		<i>\$135,040</i>

REVISED DRAFT RECOMMENDATIONS 1-29-15

Instruction Grading/Assessment Systems

For the Classes of 2015, 2016, 2017, and 2018, the following shall be used for calculation of weighted and unweighted 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 courses are included in the weighted and unweighted GPA with the exception of Physical Education, Health, Resource, Reading, Peer Mediation, and any pass/fail course.

Unweighted Grade Point Average

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

Unweighted GPA Scale

Letter Grade	Number Grade	Scale
A+	97-100	4.00
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	1.00
F	0-59	0.00
N	0	0.00

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

Weighted Grade Point Average

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

Level Description

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

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

Weighted Grade Point Average Scale

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

Number Grade	Letter Grade	H/AP	L1	L2	L3
97-100	A+	5.50	5.00	4.50	4.00
93-96	A	5.50	5.00	4.50	4.00
90-92	A-	5.20	4.70	4.20	3.70
87-89	B+	4.80	4.30	3.80	3.30
83-86	B	4.50	4.00	3.50	3.00
80-82	B-	4.20	3.70	3.20	2.70
77-79	C+	3.80	3.30	2.80	2.30
73-76	C	3.50	3.00	2.50	2.00
70-72	C-	3.20	2.70	2.20	1.70
67-69	D+	2.80	2.30	1.80	1.30
63-66	D	2.50	2.00	1.50	1.00
60-62	D-	2.50	2.00	1.50	1.00
0-59	F	0.00	0.00	0.00	0.00
0	N	0.00	0.00	0.00	0.00

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

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

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

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

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

Legal Reference: Connecticut General Statutes
Sec. 10-220g. Policy on weighted grading for honors and advanced placement classes

REVISED DRAFT RECOMMENDATIONS 1-29-15

Instruction Grading/Assessment Systems

For the Class of 2019 and beyond, the following shall be used for calculation of weighted and unweighted 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. Beginning with the Class of 2019, all credit-bearing courses will be included in weighted and unweighted Grade Point Average calculations. Parents and students shall be advised annually, via the school's parent/student handbook, of this position and the specifics of the weighted grading program.

Unweighted Grade Point Average

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

Unweighted GPA Scale

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

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.
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:

Number Grade	Letter Grade	H/AP	L1	L2	L3
97-100	A+	5.80	5.30	4.80	4.30
93-96	A	5.50	5.00	4.50	4.00
90-92	A-	5.20	4.70	4.20	3.70
87-89	B+	4.80	4.30	3.80	3.30
83-86	B	4.50	4.00	3.50	3.00
80-82	B-	4.20	3.70	3.20	2.70
77-79	C+	3.80	3.30	2.80	2.30
73-76	C	3.50	3.00	2.50	2.00
70-72	C-	3.20	2.70	2.20	1.70
67-69	D+	2.80	2.30	1.80	1.30
63-66	D	2.50	2.00	1.50	1.00
60-62	D-	2.20	1.70	1.20	0.70
0-59	F	0.00	0.00	0.00	0.00
0	N	0.00	0.00	0.00	0.00

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

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

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

Legal Reference: Connecticut General Statutes
Sec. 10-220g. Policy on weighted grading for honors and advanced placement classes

Mission Goals Objectives

Affirmative Action Plan/Nondiscrimination

The President and the Congress of the United States and the State of Connecticut have enacted laws and issued directives affirming their intent to protect and grant equal opportunity to all employees and students. Also, the Federal Government and the State of Connecticut have enacted and enforced laws regarding the equality of employment and equality of opportunity in education.

Therefore, the Amity Regional Board of Education reaffirms its policy to ensure equal educational opportunity for all students ~~and to prohibit discrimination because of race, gender, color, religion, national origin, age, sexual orientation, or disability in its offerings.~~ The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the District strives to remove any vestige of discrimination in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board of Education also reaffirms its policy to ensure equal employment opportunity for persons and to prohibit discrimination in employment because of race, color, religion, sex, sexual orientation, national origin, disability, marital status, age ~~race, gender, color, religion, national origin, age, sexual orientation,~~ past history of mental disorder (except when such condition may adversely affect the safety of students), mental retardation, pregnancy, or physical disability (including but not limited to blindness) except in the case of bona fide occupational qualification or need. Sexual harassment shall not be used to influence employment decisions, nor shall decisions be influenced, affected or determined on the basis of membership in or holding of office in an employee association or union. An intensive affirmative action program shall be an integral part of every aspect of employment, not limited to but including upgrading promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation including fringe benefits, employment selection or selection for training and apprenticeships, promotion, or tenure.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone

Mission Goals Objectives

Affirmative Action Plan/Nondiscrimination

from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

These statements shall be made available to all present and future employees and students.

Cross References in Manual

Policies and regulations in this manual will reflect directly or indirectly equal opportunity for all employees and students, where applicable. Some specific cross references are as follows:

2224	Affirmative Action Committee
3324.1	Contracts
4111	Recruitment and Selection
4111.1/4211.1	Affirmative Action (Recruitment and Selection)
5000	Students (Concept and Roles in Student Personnel)
5145	Civil and Legal Rights and Responsibilities (Students)
5145.4	Nondiscrimination (Students)
5145.5	Student Grievance Procedures
6121	Nondiscrimination (Instruction)
6145.1	Intramural Competition
6145.2	Interscholastic Competition
6161	Equipment, Books and Materials: Provision/Selection
6180	Evaluation of the Instructional Program

Affirmative Action Officer

The Board of Education designates the Superintendent of Schools or his/her designee as the Affirmative Action Officer who shall be responsible for the implementation of the Affirmative Action Plan.

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.
29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a) 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)

Mission Goals Objectives

Affirmative Action Plan/Nondiscrimination

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

The Vietnam Era Veteran's Readjustment Act of 1974, as amended, 38 U.S.C. §4212

Title II of the Genetic Information Nondiscrimination Act of 2008

The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008

Public Law 111-256

Meacham v. Knolls Atomic Power Laboratory 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008)

Federal Express Corporation v. Holowecki 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008)

Kentucky Retirement Systems v. EEOC 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008)

Sprint/United Management Co. v. Mendelsohn 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation")

Mission Goals Objectives

Affirmative Action Plan/Nondiscrimination

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

REPORT FORM FOR COMPLAINTS OF DISCRIMINATION

Complainant: _____
Home Address: _____
Home Phone: _____
School building: _____
Date of Alleged Incident(s): _____

Alleged harassment was based on: (Check all that apply.)

- | | | | |
|--|-------------------------------------|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Marital Status |
| <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Disability | <input type="checkbox"/> Religion | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Age | | |

Name of person you believe violated the District's nondiscrimination policy:

If the alleged discrimination was directed against another person, identify the other person:

Describe the incident as clearly as possible, including any verbal statements (i.e., threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

Business/Non-Instructional Operations

Transportation

General

~~Transportation to and from school shall be made available to all students by the school district.~~

~~Late buses shall be provided on specific days of the week to enable students to participate in special classes and after school activities.~~

~~The Board of Education will contract with owner operators of school buses to provide transportation for students to and from school and to furnish transportation for school sponsored trips.~~

~~Terms of the contract shall be the same to the extent possible for each owner operator, or owner driver, as to requirements, responsibilities, rights, and compensation.~~

The Board of Education shall provide for the public schools an appropriate transportation system, within guidelines set forth in this policy, which will enable all qualified children of school age to be transported to schools as required. School bus transportation is for students only. The Superintendent of Schools shall be responsible for the school transportation system and shall develop and administer it to:

1. Provide maximum safety of students.
2. Supplement and reinforce desirable student behavior patterns.
3. Assist handicapped students appropriately
4. Enrich the instructional program through carefully planned field trips recommended by staff.

The transportation system shall be planned and operated in compliance with the General Statutes of the State of Connecticut and all regulations of the State Department of Education and the State Department of Motor vehicles regarding the operation of school buses and motor vehicles.

Transportation by private carrier or through district owned buses shall be provided at the discretion of the Board of Education. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Federal Compliance

Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board.

Transportation will be provided for an eligible student who attends a district school out of the student's attendance area because his/her home school has been identified as in need of

Business/Non-Instructional Operations

Transportation

improvement, or the student is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

Transportation may be provided to eligible students who transfer from a district school to an out-of-district school under a cooperative agreement because their home school has been identified as in need of improvement under the No Child Left Behind Act.

Duties of the Superintendent

It shall be the responsibility of the Superintendent of Schools or designee to manage and supervise the school transportation service and, in connection therewith, to do the following:

1. Determine eligibility for school transportation in accordance with these guidelines and Section 10-186 of the General Statutes and in compliance with applicable portions of the No Child Left Behind Act pertaining to homeless students and school choice.
2. Establish school transportation routes and designate locations for pick-up points (bus stops). The Superintendent shall direct the establishment of bus routes to provide the safest, shortest routes as economically as possible. Routes shall equalize, as nearly as possible, the length of routes and bus loads as close to bus capacity as possible and shall provide student transportation to and from schools within prescribed time limits. Generally, bus routes shall begin no earlier than 45 minutes before school opens and students shall not be in transit from school more than 45 minutes.
3. Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation.
4. Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations.
5. Give due consideration to requests for extension of school transportation service.
6. Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a manner consistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. Relationship of insurance to special education costs.

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance.

Business/Non-Instructional Operations

Transportation

Hearings. Appeals to state board. Establishment of hearing board.

10-187 Appeal from finding of hearing board.

10-220 Duties of boards of education.

10-221 Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops.

10-220c Transportation of children over private roads. Immunity from liability.

10-273a et seq. Reimbursement for transportation to and from elementary and secondary schools.

10-280a Transportation for students in non-profit private schools outside school district.

10-281 Transportation for students in non-profit private schools within school district.

Chapter 248 Vehicle Highway Use

20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116

McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Legal Reference: ~~Connecticut General Statutes~~

~~10-186 Duties of local and regional boards of education~~

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

~~14-275 Equipment and color of school buses~~

~~14-275a Use of standard school bus required, when.~~

~~14-275b Transportation of handicapped students.~~

~~14-275c Regulations re school buses and motor vehicles used to transport special education students.~~

~~14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.~~

~~14-280 Letters and signals to be concealed when not used in transporting~~

Policy adopted: XXXXX xx, xxxx

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Business/Non-Instructional Operations

Transportation

~~children. Signs on other vehicles.~~

~~20 U.S.C. NCLB Act of 2001, P.L. 107 110, Title I, Section 1116~~

~~McKinney Vento Homeless Education Assistance Act of
2001, P.L. 107 110, 42 U.S.C., Sections 11431 11435~~

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The Board of Education will, in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes, furnish by transportation or otherwise, school accommodations so that each child over twelve and under twenty-one years of age who resides within the jurisdiction of the Board and is not a graduate of high school or vocational school (or who is not otherwise legally excluded from school) may attend the public schools maintained by the Board pursuant to Section 10-220 of the Connecticut General Statutes.

1. Definitions

- a. **"School transportation"** means the procedure, program or fully effective and implemented plan by which a student is conveyed, at public expense, whether by use of publicly owned equipment or by contract to or from his/her residence to or from the school in which he/she is enrolled by the Board.
- b. **"Walking distance"** means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his/her school from a point at the curb or edge of a public road or highway nearest the student's residence to the nearest allowable access of the school, or the bus pickup area; or the route from the point on the public thoroughfare nearest the residence to the school bus (or vehicle) embarkation point (bus stop) established by the Board.
- c. **"One mile walking distance"** means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.
- d. **"Raised walk area"** means (1) a sidewalk or (2) a portion of the right of way at least three feet wide, usually parallel to the traffic lanes, which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, and fencing, apart from and independent of any white line safety markings along the street pavement.
- e. **"Walking route"** means the most direct route which the child would normally be expected to travel between his/her residence and the school to which he/she is assigned by the Board.
- f. **"Hazard"** means (1) exposure to molestation considered morally degrading or physically harmful, or (2) an unsafe thing or condition or a possible source of peril, danger, duress, or difficulty presenting a problem, the solution of which is beyond the ordinary capability of a child of a given age or attainment or including specifically the following:
 - i. A walking route along a street or road having an adjacent or paralleled raised walk area is a hazard where any of the following conditions exist along said walking route:

- 1. Speed limits for motor vehicles are in excess of forty miles per hour

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and there are no pedestrian crossing lights or crossing guards or other safety provisions at points where students must cross said street or road in going to and from school;

2. The usual or frequent presence of any nuisance, such as open manholes or construction; snow plowed or piled on the raised walk area making such areas unusable; loading zones where delivery trucks are permitted to park in alleys; commercial entrances and exits where cars are crossing raised walk areas at speeds in excess of five (5) miles per hour, and the like, including such nuisance which is dangerous or attractive to normal children;
 3. For students over age 12, or enrolled in grades 7 through 12, absence of a traffic light, or stop sign, or crossing guard at street crossings where three or more streets intersect, and have an average traffic count which exceeds 120 vehicles per hour during the time that children are walking to and from school.
- ii. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed unduly hazardous for students enrolled in grades 7 and 8, unless all of the following conditions are met:
1. There exists no line-of-site obstruction caused by a hill, curve, structure, out-cropping, land form, planting, snowbank, or other obscuring object or structure which may be safely negotiated by vehicles only at speeds under fifteen miles per hour.
 2. The line-of-sight visibility together with posted speed limits permit vehicular braking/stopping distances in accordance with the Connecticut Drivers Manual.
 3. Man-made hazards including attractive nuisances are absent.
 4. The roadway available to vehicles, when plowed free of snow accumulation, has a minimum width of twenty (20) feet.
- iii. Any walkway or path in an area adjacent to, and paralleled to railroad tracks shall be considered a hazard, unless suitable physical barriers along the walking routes are present and fixed between the tracks and the walking route (such as guard railings). Tracks that carry moving trains during hours that students are walking to or from school will be deemed hazardous.
- iv. A lake, stream, culvert or waterway will be deemed a hazard in the absence of a fence or other suitable barrier fixed between the walking route and the water.

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- v. Any street, road, walkway or path designed as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm, or moral degradation, during the hours when students ordinarily walk to and from school.

2. Duties of the Superintendent

It shall be the responsibility of the Superintendent of Schools or designee to manage and supervise the school transportation service and, in connection therewith, to do the following:

- a. Determine eligibility for school transportation in accordance with these guidelines and Section 10-186 of the General Statutes and in compliance with applicable portions of the No Child Left Behind Act pertaining to homeless students and school choice.
- b. Establish school transportation routes and designate locations for pick-up points (bus stops).
- c. Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation.
- d. Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations.
- e. Give due consideration to requests for extension of school transportation service.
- f. Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a manner not inconsistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

3. Eligibility for School Transportation

Students will be eligible for school transportation if one or more of the following criteria is present:

- a. The walking distance for the student, either to school or to the nearest bus stop, is in excess of the guidelines established by the Board which shall not exceed the following maximum distances:
 - i. For students enrolled in the equivalent of grades 7 and 8 at middle school, up to ~~one-half~~ one and one-half (1 ½) miles; and

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- ii. For students enrolled in grades 9 through 12, up to ~~one (1)~~ two (2) miles.
- b. The walking route does not exceed the limits set forth in paragraph 3.a.i. above, but presents a hazard; and the hazard which the Board cannot reasonably eliminate or adequately abate.
- c. The student is physically handicapped, or mentally challenged.
- d. The student, per the provisions of the No Child Left Behind Act, is classified as a homeless student, attends a school identified as in need of improvement, is a victim of a violent criminal offense, or attends a school identified as persistently dangerous.

Reasonable transportation or prescribed walking routes or the sum of both shall not exceed one hour each way from home to school or returning.

4. Eligibility for Out-of-Town Transportation

- a. Any resident of the school district under twenty-one years of age who is not a high school or vocational school graduate and who is attending a state vocational school shall be eligible for transportation.
- b. A student who is placed by a Planning and Placement Team for special education reasons in either a public or private educational institution out-of-town shall be provided the necessary transportation.
- ~~e. A student attends the Regional Vocational Agricultural Schools at Wallingford or the Sound School in New Haven will be provided transportation.~~

5. Appeals

Any parent, guardian, student at majority, or any agent or officer whose duty it is to compel the observance of the laws concerning attendance at school may appeal any administrative decision concerning school transportation in the following manner.

- a. Discuss the matter with the Principal of the school to which the student is assigned.
- b. If no resolution is reached under ~~(1)~~ 5.a above, discuss the matter with the Director of Finance and Administration or designee.
- c. If no resolution is reached under ~~(2)~~ 5.b above, discuss the matter with the Superintendent of Schools.

Any parent, guardian, student at majority, or officer whose duty it is to compel the observance of the laws concerning attendance at school, who believes that the

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Superintendent, or his/her designee, is not furnishing school accommodations, by transportation or otherwise, to himself or herself or to his/her child in a manner consistent with the laws of the State of Connecticut or these regulations may, in writing, request a hearing before the Board to show the Board the manner in which the Superintendent has so failed to furnish such accommodations.

The Board (3 member subcommittee or hearing officer) shall hold a hearing within ten (10) days following receipt of such request.

The hearing before the Board will be in compliance with the provisions of Section 4-177 to 4-180 inclusive of the Connecticut General Statutes.

A stenographic record or tape recording shall be made of such hearing.

Legal Reference: Connecticut General Statutes

10-76d re transportation for special education program services.

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads. Immunity from liability.

10-273a Reimbursement for transportation to and from elementary and secondary schools.

10-280a Transportation for students in non-profit private schools outside school district.

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Regulation adopted: XXXXX xx, xxxx

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

Policy Committee	1/8/15
Finance Committee	1/5/15
Curriculum Committee	1/12/15
Policy Committee	1/28/15

MINUTES

COMMITTEE MEMBERS PRESENT: Sue Cohen, Tom Hurley, Bill Blake, Chris Browe, Rita Gedansky, Sheila McCreven

Also Present: Charles Dumais

A meeting of the Policy Committees of the Amity Regional Board of Education was held on Thursday, January 8, 2015 at 5:30 p.m. in the Amity Regional High School Cafeteria.

1. **Call to Order:** The meeting was called to order by Sue Cohen at 5:39 p.m.
2. **Public comment:** None
3. **Continue Review of Recent Required Policy Updates**
 - Draft Policy 6146.1
Four (4) comments from district web page were presented
Motion to consider substantial change
Motion: Sheila McCreven, Second: Chris Browe, Motion retracted
 - Draft Policy 3453.1
Motion to move Amity Draft Policy 3453.1 to first reading by Amity Board of Education
Motion: Tom Hurley, Second: Sue Cohen, Unanimous
 - Draft Policy and Regulation 3524.1
Motion to move Amity Draft Policy and Regulation 3524.1 to first reading by Amity Board of Education
Motion: Rita Gedansky, Second: Tom Hurley, Unanimous
4. **Adjourn**
Motion to adjourn: Motion: Rita Gedansky, Second: Tom Hurley, Unanimous
Meeting adjourned at 6:58 p.m.

Respectfully submitted,
Charles Dumais

MINUTES

COMMITTEE MEMBERS PRESENT: Mr. John Grabowski, Mr. James Horwitz, Mr. Joseph Nuzzo and Mr. James Stirling, Mr. William Blake (ex officio)

COMMITTEE MEMBERS ABSENT: Ms. Diane Crocco, Mr. Matt Giglietti and Mr. John Grasso, Jr.

Staff members present: Mr. Charles Dumais, Mr. Jack Levine, Ms. Terry Lumas, Dr. Marie McPadden, Dr. Charles Britton, Dr. Richard Dellinger, Ms. Mary Raiola, Mr. Jim Saisa, Mr. Sean DeRosa, Mr. Ernie Goodwin, Ms. Kathleen Fuller-Cutler and audio-visual technical staff.

Also present: Ms. Sue Cohen, Mr. Christopher Browe, Mr. Tom Hurley, Mr. Steve Demaio, Ms. Tracy Lane-Russo (all board members), Mr. James Leahy and Mrs. Ruth Natzel.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, December 08, 2014 at 5:30 pm in the cafeteria at Amity High School.

1. Call to Order: Chairman Jim Stirling called the meeting to order at 5:35 pm.

2. Presentation and discussion of Superintendent's 2015-2016 recommended budget. Mr. Dumais presented the proposed budget for 2015-2016 (see presentation document included in the packet). Mr. Dumais spoke about all aspects of Amity High School and the many areas of success. He spoke about the challenge of predicting expenses and hitting the "sweet spot" where the dollars are best utilized and necessary items are properly funded. This budget has attempted to address items that can have a more fixed cost versus being variability. In the preparation of the budget, Mr. Dumais requested that he see all items requested so that opportunities could be sought to share resources and include everything possible to benefit the region. The budget is being presented about 3 weeks ahead of schedule to give every time to look at the budget and digest the information. Mr. Dumais also explained details of line item changes in the budget regarding staffing, facilities, funding of medical accounts, etc. Large expenditure items that are capital improvements should not be part of an operating budget; therefore, included in the budget are facilities and technology capital improvement plans (planning for the next three to five years). In 2016-2017 and 2019-2020 we've proposed a facilities bonding plan.

Mr. Leahy from Orange thanked Mr. Dumais, Mr. Levine and Ms. Lumas for their work in the budget preparation. He requested native files that make up the presentation data as well as the data that made up the Power Point charts. There was discussion regarding balancing risks within the budget.

Mr. Browe asked about bonding placeholder for the year when a facilities project is not done. Mr. Levine explained that this is included in the debt service and the total cost has been built in and shown in the 20-year bond. Mr. Stirling mentioned the heat capture system as being a bonded item.

Mr. Hurley requested the list of what was cut out of the budget. Mr. Dumais stated they are on page 30 but details are not there since much of this happened in conversation; questions could be asked of the staff. Mr. Hurley is concerned about aging textbooks and lack of a plan to replace the books. Mr. Blake suggested that the Curriculum Committee tackle a comprehensive textbook inventory. Mr. Browe agreed and asked that a breakdown of textbooks be pursued by the Curriculum Committee. Ms. McPaddon stated that some of the difficulty in purchasing textbooks lies with the changing State standards for certain subjects and therefore hesitancy to purchase new texts until the standards are received.

Mr. DeMaio and Mr. Grabowski spoke about the importance of the return of surplus money to the towns, Bethany in particular. Mr. Grabowski spoke about Bethany's town budget difficulty this past year and services that had to be cut so it would pass in referendum; he stated that he thinks this budget will face very close scrutiny and will not pass in Bethany.

Mr. Leahy asked about the per pupil expenditure calculation on page 7 of budget. Mr. Levine answered that debt service and transportation are removed in the State formula calculation; he explained that the calculation for the charge for tuition for outside students is according to the State formula.

Mr. Stirling commented on the self-insurance reserve fund, and that we do not want to impact future years with budget overages. Three high school staff positions have been eliminated and Mr. Levine asked if staff reduction at the middle school was considered. Mr. Dumais answered that this was not considered because of the very large impact it would have on the current team arrangement at both middle schools.

Mr. Stirling commended the staff present for all the work that is done to prepare and support the budget.

Mr. Leahy asked what the path forward will be. Mr. Stirling stated that there will be a full board meeting next Monday and the budget will be presented. The Board will be looking for community feedback. Mr. Blake stated that full Board will adopt the budget sometime after the budget presentation next Monday, perhaps at the March Board meeting.

3. Adjourn

Motion by Mr Grabowski, second by Mr. Nuzzo to adjourn at 7:00 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

COMMITTEE MEMBERS PRESENT: Mr. Christopher Browe, Mr. Steve DeMaio, Ms. Rita Gedansky and Mr. Tom Hurley.

COMMITTEE MEMBERS ABSENT: Diane Crocco.

Staff members present: Dr. Marie McPaddon, Dr. Charles Britton, Mr. Charles Dumais, Mr. Christian McCarthy, Mr. William Rocco and Ms. Mary Raiola.

Also present: Mrs. Ruth Natzel.

A meeting of the Curriculum Committee of the Amity Regional Board of Education (BOE) was held on Monday, January 12, 2015 at 5:15 pm in the Conference Room at the Amity District Offices.

1. **Call to Order:** Chairman Browe called the meeting to order at 5:40 pm.
2. **Algebra I, Geometry, Algebra II textbooks pilot.** McGraw Hill textbooks were piloted this year for grades 8, 9 and 10. Mr. McCarthy explained that these texts were conceptually more aligned to what was already going on, and the rigor was more appropriate to what was being taught at Amity. There is an online component that students can tap into at home. Probability and statistics are infused throughout the program rather than being a stand-alone piece. Dr. McPaddon would like to start grade 7 next year and that would give alignment all the way through grades 7 through 12 and be aligned with CT Core standards. This also allows students to practice online work which is important because standardized testing takes place online. Dr. Britton spoke about the online components, that they are 1) aligned with common core, 2) aligned grades 7-12 and 3) supports Amity's bring your own device (BYOD) component. The software license that comes with the texts is good for six years. Mr. Hurley asked how old the books are that are being replaced. Dr. McPaddon has a textbook forecast request in place that she was going to present in item 6 (other) of the agenda. Each department has given Dr. McPaddon a forecasted list of what will be needed. Mr. Hurley requested that the condition of the current texts be included in the forecast list.

Motion by Mr. Hurley, second by Ms. Gedansky to accept the three McGraw-Hill math textbooks, Algebra I, Algebra II and Geometry.

Vote unanimous

Motion passed

3. **Graphic novel text evaluation** – Mr. Rocco brought the main text for the Graphic Novel class and curriculum, Understanding Comics, The Invisible Art. Course specifics and adjunct texts were presented at the previous Committee meeting.

Motion by Mr. Hurley, second by Ms. Gedansky to accept Understanding Comics, The invisible Art as the main text for the Graphic Novel class..

Vote unanimous

Motion passed

Motion by Mr. De Maio, second by Mr. Hurley to move to item #5 on the agenda, AP Capstone Project.

Vote unanimous

Motion passed

5. **AP Capstone update** – Mr. Rocco gave an update regarding the AP Capstone course; unfortunately it will not be able to be certified as an AP course for next year. However, the course can be run as an elective next year without AP credit and make it “contract for credit” and also give opportunity to work out any bugs. He explained how he would structure the course and get it certified for the following next year. There was discussion about enrollment numbers for the class. Mr. Rocco will get into the AP training this year. There will be no prerequisite for the 1st year course (AP Seminar) but the AP Seminar course is a prerequisite for the 2nd year course. There was discussion about offering the class as AP, honors and as an elective (level 1 and 2) once it’s approved. Next year’s class could be a mixed level. Mr. Rocco spoke about other possibilities, individual instruction. There was discussion regarding making this only AP offering versus a broader offering. No action needed to be taken at this time.
4. **Pearson economics text update** – Dr. Britton presented the economics text; it is last year’s edition so not the exact text that will be used. The new version of the text includes the C3 (college, career and civic life) social studies framework just approved by the State for Connecticut Common Core. This text has very robust online resources and materials. It also contains a personal finance piece which is something that was brought up in the alumni survey. Mr. Hurley asked about supplemental material for personal finance, particularly for insurance. Dr. McPaddon stated that the online resources have supplemental materials and if other resources are necessary they will be researched.

Motion by Mr. Demaio, second by Ms. Gedansky to approve the online portion of the text, Prentice-Hall Economics update with the assumption that the new text will be purchased when it is available.

6. **Other** - Mr. Hurley reminded the committee about the need to consider the request to push back the start of school.
5. **Adjournment**

Motion to adjourn by Mr. Demaio, second by Md. Gedansky at 6:22 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

COMMITTEE MEMBERS PRESENT: Mr. Tom Hurley (co-chair), Mr. William Blake (ex officio) Mr. Christopher Browe, Ms. Diane Crocco and Ms. Sheila McCreven.

COMMITTEE MEMBERS ABSENT: Ms. Sue Cohen (co-chair) and Ms. Rita Gedansky,

Staff members present: Mr. Charles Dumais, Dr. Charles Britton and Mr. Jason Tracy.

Also present: Ms. Pat Cardozo and Mrs. Ruth Natzel

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on Thursday, October 30, 2014 at 5:30 pm in the cafeteria at Amity Regional High School.

1. **Call to Order:** Chairman Mr. Hurley called the meeting to order at 5:40 pm.

2. **Public comment**

Since no members of the public were present and considering that with the recent snowstorm some could still be on their way, Mr. Hurley asked for a motion to move #2 public comment to the end of the agenda.

Motion was made by Ms. Crocco, second by Ms McCreven to move item #2 public comment, to the end of the agenda

Vote unanimous

Motion carried

3. **Discussion of Amity Board of Education policy 6146.1, Instruction – Grading/Assessment Systems**

A letter from Dr. Russeel Adair with attached information regarding weighted versus nonweighted GPA (27 pages) was entered into the minutes and copies were given to Committee members.

Dr. Britton gave his presentation regarding the proposed changes in GPA/QPA reporting (attached). The presentation gave a history of the changes that have taken place in reporting over the past 5 years at Amity. Mr. Tracy and Mr. Dumais also assisted Dr. Britton in presenting the information and answering the questions posed by those in the attendance, which were numerous.

Mr. Dumain corrected the misconception that PowerSchool could not calculate GPA on a 20-point scale; PowerSchool can, in fact, do this.

There were many questions from those present and pointed, lengthy discussion regarding this proposed policy change and what it affect it would have on the students at Amity High School (current and incoming) as well as what would be required for implementation of whatever policy the Committee and then Board would adopt.

Ms. McCreven stated that she would prefer a slower, perhaps incremental implementation of the policy change and asked that the information be well-publicized for students and their parents so that they fully understand the change.

Mr. Blake reminded the Committee that the Board's job is not to manage the school but rather to create policy and leave the management to the Superintendent and the Principal and other administrators.

Mr. Tracy presented information he gathered regarding college admissions procedures. Colleges and universities all have their own "formula" when it comes to admitting students. They really do not rely on the students high school GPA but rather re-calculate their own GPA based on particular subject grades; the conclusion is that the high school GPA, while important, is not a deciding factor in college admissions.

Mr. Dumais said that he called the admissions department at Harvard and Michigan State and asked about their process. The answer he received from both places was essentially the same – “we take the grades on the transcript and calculate our own GPA.”

Mr. Browe stated that the high school GPA could affect a student’s consideration for certain scholarships.

Dr. Britton and Mr. Tracy finished their presentation; discussion continued at length about how to implement the policy change.

Mr. Browe left the meeting at 7:00 p.m. for another commitment.

Mr. Blake asked about starting the new grading system with the incoming freshman class. Dr. Britton stated that he would not have any objection to that and that the current Board policy will be followed until it is changed. Dr. Britton presented three options to the Committee that will be presented to the full Board at their next meeting. These are:

1. A differentiated policy change with one policy for the Class of 2015, 16, 17 and 18, and a new policy phased in with the Class of 2019.
2. Setting the unweighted GPA baseline on level 3 and bumping the level 2, level 1 and AP/Honors weighted points.
3. The final option involved not giving a bump for an A+, nor a deduction for a D- in the unweighted and weighted GPA calculations for students in the Class of 2015, 16, 17 and 18.

3. **Adjournment**

Mr. Hurley spoke to Mr. Dumais and requested that Dr. Britton and Mr. Tracy be present at the next Board meeting to answer any questions about proposed policy change above and that they would have the graphs and charts from their presentation this evening for clarification for the full Board.

Mr. Hurley stated that the meeting could be closed at this point since a quorum was no longer present.

The meeting was closed and adjourned at 7:40 p.m.

Respectfully submitted,

Ruth E. Natzel, Recording Clerk