

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

Dr. Charles Dumais
Superintendent of Schools

PLEASE POST

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AMITY REGIONAL BOARD OF EDUCATION

April 13, 2015

A regular meeting of the Amity Regional Board of Education will be held on Monday, April 13, 2015, at 6:30 p.m. in the Presentation Room at the District Offices.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Presentation of the CABA Award of Excellence for Educational Communications for the 2014-2015 Amity District Calendar
4. Approval of Minutes
 - a. Regular BOE Meeting, March 9, 2015 (Enclosure)
 - b. Special BOE Meeting, March 24, 2015 (Enclosure)
 - c. Public District Hearing, April 6, 2015 (Enclosure)
5. Public Comment
6. Student Report
7. Correspondence
8. Discussion and Possible Action on District Technology Plan – Second Reading (Enclosures)
9. Discussion and Action on Setting Graduation Date – June 22, 2015
10. Accept Donation - \$550 from Bethany Lions Club for Electronic Device Charging Station for Amity Regional High School
11. Superintendent's Report
 - a. Personnel Report (Enclosure)
 - b. Other

12. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Curriculum
 4. Facilities
 - a. Discussion and Possible Action on Naming of Gymnasium
 - b. Facilities Dept. Monthly Report, March 2015 (Enclosure)
 - c. UI
 1. Lease
 2. Gas Contract – Orange
 3. Gas Contract – High School
 5. Finance
 - a. Budget
 1. Discuss and Take Final Action on the 2015-2016 Amity Board of Education Operating Budget to be Submitted to Referendum on Wednesday, May 6, 2015
 2. Resolution to Authorize Amity Regional School District No. 5 to Prepare an Explanatory Text for the Budget Referendum Question:

BE IT RESOLVED, that the Secretary of the Board of Education of Amity Regional School District No. 5 is authorized to prepare, print and distribute a concise explanatory text of the budget referendum question which, by vote of the Board of Education, has been submitted to a referendum vote on the voting machines of each of the member towns, which text shall not advocate either the approval or disapproval of the question and shall otherwise be prepared in accordance with Connecticut General Statutes Section 9-369b.
 - b. Discussion and Possible Action on Contracts of \$35,000 or More
 1. Professional Auditing Services
 2. Substitute Teacher Services
 3. Site-Based Grounds Maintenance Program
 4. Snow Removal, Ice Control & Sanding Services
 5. Safety Service Program
 6. District Chiller Maintenance Contract
 7. Investment Consulting Services
 8. Athletic Training Contract
 9. Health and Welfare Benefits Consultants for Medical and Dental Insurances
 - c. Discussion of Monthly Financial Statements
 - d. Director of Finance and Administration Approved Transfers Under \$3,000
 - e. Discussion and Possible Action on Budget Transfers of \$3,000 or More
 - f. Discussion and Possible Action on New Funding Requests

- 6. Policy
 - a. First Reading – ByLaw 9325 Meeting Conduct (Enclosure)
 - b. Second Reading – Policy 3435.1 – Unexpended Class Funds (Enclosure)
 - c. Second Reading – Policy 3524.1 Hazardous Material in Schools (Enclosure)
- 7. Personnel

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



Charles Dumais, Ed.D.
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.

REGULAR MEETING

March 09, 2015

MINUTES

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

BOARD MEMBERS ABSENT: None

Staff members present: Dr. Charles Dumais, Mr. Jack Levine, Ms. Terry Lumas, Mr. Jim Saisa, Mr. Kevin Keller, Mr. Shawn Derosa, Dr. Marie McPadden, Ms. Mary Raiola, Dr. Charles Britton, Dr. Richard Dellinger and Ms. Cathy Cutler-Fuller.

Also present: Mrs. Ruth Natzel, Mr. Jim Leahy (vice-chairman of the Orange Board of Finance), Mr. George Grotheer, Woodbridge Board of Selectmen and other members of the public.

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, March 09,, 2015 at 5:30 pm in the cafeteria at Amity High School.

1. **Call to Order:** Chairman William Blake called the meeting to order at 5:30 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Presentation of plaques to Boys Cross Country State Champions**
Mr. Ernie Goodwin, Athletic Director, and cross country team captain Alex Bunnell presented the state championship plaque to the Board of Education. Mr. Goodwin gave a recap of the cross country season; the team was the Southern Connecticut Conference (SCC) regular season champion, Class LL and State Champions. The team was 5th at the State Open Championship which qualified the team for the All New England Meet. Coach Orgovan was named (SCC Coach of the Year, sophomore Kyle Bodett named SCC runner of the year. Assistant Coach Thom Jacobs could not be present but sent his congratulations. Plaques were awarded to each team member by Coach Orgovan, Dr. Britton, Mr. Blake and Dr. Dumais. Coach Orgovan spoke and thanked the Board, the Athletic Director and Dr. Dumais for their support. The team and their coaches were congratulated by the Board and by all those present.
4. **Recognition of 2015 Southern Connecticut Area Superintendents Association (SCASA) Award Recipients -**
Mr. Blake introduced Dr. Britton to present the two high school awards to Arpdit Jajoo and Anthony Coscia. Ms. Cutler-Fuller presented the award to Cailey Esposito and Cole Bova for Amity Middle School Orange. Dr. Dellinger presented the award to Willow Smith and Joe Benedetti for Amity Middle School Bethany School. The students were congratulated by the Board and by all those present.

Mr. Blake announced a 10-minute break at 6:50 pm to allow visitors to depart. The Board reconvened at 7:00 pm. Mr. Blake stated the Board would move to item 8, Student Report to allow Mr. Grotheer to get to a rehearsal.

8. **Student Report** – Mr. George Grotheer gave an update on events at Amity High School over the past month.

Motion by Ms. Cohen, second by Ms. Crocco to move to item #7, public comment.

Vote unanimous

Motion carried.

7. Public comment

Mr. Tom Handler, Woodbridge – spoke regarding the policy change for the grading policy 6146.1.

Mr. Bruce Marion – Woodbridge- Mr. Marion spoke in favor of renaming the Amity gym after Mr. Mengold.

Ms. Jenna Derosa – former student, current Amity coach and Amity staff member spoke in favor of renaming the gym after Mr. Mengold.

Ms. Beth Young, Bethany, read a statement on behalf of Mr. Jim Ronay from Orange, former Amity student class of 1984 and Amity Hall of Fame member, who could not be present; his statement was in favor of renaming the gym for Mr. Mengold.

Ms. Young, former student, former Amity coach and now parent of students, spoke in favor of renaming the gym for Mr. Mengold.

Mr. Gary Lindgren, West Haven, Amity hockey coach. He spoke in favor of renaming the gym for Mr. Mengold.

Mr. Paul Davis, Orange, former Amity swim coach – Mr. Davis thanked the Board for their hard work. He spoke in favor of renaming the gym for Mr. Mengold.

- 5. Update on Adult and Continuing Education Program** – Mr. Seth Davis gave an update on the fall semester of adult and continuing education.

Motion by Mr. Demaio, second by Mr. Browe to move to item 11.A.4.a.

Vote unanimous

Motion carried.

11. A. Committee reports**4. Facilities****a. Discussion and possible action on naming of Amity Facility**

Mr. Blake and Dr. Dumais stated that according to Board policy, this item cannot be voted upon until after two public meetings are held, this being the first. Mr. Blake thanked all those who spoke for their comments and that the Board very much appreciated all the information given. A vote on naming the gym after Mr. Paul Mengold will take place at next month's Board meeting.

6. Approval of minutes.

A. Special BOE meeting, February 11, 2015

Motion by Ms. Crocco, second by Ms. Gedansky to accept the minutes as submitted.

Corrections were made to: regular meeting not special; Mr. not Ms. Demaio page 2 ; page 1, #4 public comment cost per student up to 20,000 per, not an increase of that amount; Board members present Cardoza/Cardozo. (corrections were made and the minutes were re-submitted)

Vote unanimous (Mr. Hurley abstained)

Motion carried

9. Correspondence – None.**10. Superintendent's report**

A. Personnel Report – (attached). New coaching staff, one coach resignation.

B. Other (enclosure)

United Illuminating (UI) was purchased by a Spanish company but Amity's agreement with them is not affected. Our attorneys are looking at the lease proposed by UI.

Update on sewage backup – The cost of repair was \$16,700 and \$15,700 is covered by insurance.

Update on scheduling committee meetings – Karen Wade uses Doodle to be sure that there are enough responses to make a quorum. Committee members were reminded to be sure to respond.

Dr. McPadden was a presenter recently at the State Department of Education.

Two retirements have taken place; Director of Pupil Services is researching how to best replace these positions. Universal assessment may help coherence K-12. Goal is to reduce redundant assessments and coordinate assessment in K-12

Friday March 20th is a full day of professional development. Foreign language consultant will be coming in for that day. Adjunct staff is included (secretaries) in this day.

Amity In Action is almost done and will be sent out ahead of schedule.

Goal development for 2016. Draft will be presented at the Board meeting in May. The three to five year plans are being worked on currently.

11. Chairman's Report -

A. Committee Reports

1. **ACES** – Ms. Cohen stated that the State legislature is proposing to decentralize special education which might mean less money to the towns.
2. **CABE** – Ms. McCreven is going to CABE's Day On The Hill on March 25th and all encouraged to attend. The Education Committee and Environmental Committee issues might be of particular interest to Amity, in particular a proposed extended pesticide ban.
3. **Curriculum** – no meeting.
4. **Facilities**
 - b. **Facilities Department – Monthly report, February 2015 (enclosure).** There was a presentation and an update on the UI project at the last meeting. There were some questions raised regarding placement of the fuel cell and the Committee is awaiting an answer from UI.
5. **Finance**
 - a. **Discussion and possible action on Superintendent's proposed 2015-2016 budget (enclosure).** Dr. Dumais reported an enrollment change, a 2.5% decrease, smaller decrease than anticipated in the number of students and in the budget. Amity's DRG group averages a 3% increase. We have balanced the risk in the medical reserve fund and have re-evaluated this; we are currently under budget for 2015 (claims and fees for January and February 2015) by \$122,000. Dr. Dumais recommended that this amount be applied to the budget and everything goes according to the budget for the year, Amity will be at 20% in the medical reserve fund by June 2016. Overall increase in the budget is now 1.86%, as opposed to 2.12% presented in February.

Motion by Mr. Horwitz and second by Ms. Gedansky to adopt the budget for Amity Regional District #5 as presented, gross amount of \$46,902,342 and net amount of \$45,348,694.

Mr. Stirling reported that the Finance Committee voted 5 to 1 in favor of recommending this budget to the full Board. Mr. Blake stated that for the record the 1 vote against was the member of the Finance Committee from Orange.

Dr. Dumais reported the budget increases for the towns now stand at: Bethany \$236,000/2.57%, Orange \$643,000/2.95 %, Woodbridge \$261,000/1.97 %. Total member town allocation is 2.58% This information just came in to the superintendent today.

Mr. Blake reported that Dr. Dumais has met with the Finance Committees from Orange and Woodbridge and will meet with Bethany tomorrow night.

There was discussion, questions and answers regarding some budget items.

Vote 11 in favor, 1 against (Mr. Demaio)

Motion carried

b. Update on State of Connecticut administrative review of the school lunch program (enclosure) – Ms. Lumas updated the Board on the review of the lunch program. It will now occur every 3 years, was previously every 5 years, done by the State of Connecticut as required by the United States Department of Agriculture (USDA). The review is now much more involved. In general they were very happy with what Amity is doing and the review was exceptional. The recommendation was to increase the promotion of the breakfast program and to have increased training on production records.

There were a few questions from Board members regarding particular points of Ms. Lumas' report.

Dr. Dumais made the board aware that the governor's proposed budget for the State of Connecticut may result in a loss of \$12,000 to \$15,000 from the school lunch budget.

c. Discussion of monthly financial statements (enclosure) – None.

d. Director of Finance and Administration approved transfers under \$3,000. (enclosure, for information only)

e. Discussion and possible action on budget transfers of \$3,000 or more. Budget transfer is needed to pay special education expenditures.

Motion by Mr. Stirling, second by Mr. Browe, to make the budget transfer in the amount of \$7,425 from account number 04-12-6130-5560, tuition expense, to 04-12-6110-5560 tuition expense.

Vote unanimous

Motion carried

f. Discussion and possible action on new funding requests. Budget transfer is needed to pay for sanding and snow removal. This budget transfer of \$10,000 will be split between the high school and middle schools based on actual invoices.

Motion by Mr. Stirling, second by Ms. Cohen to make a budget transfer of \$10,000 from account number 05-15-0000-5850, contingency account to account number xx-14-2600-5420 repairs, maintenance and cleaning to pay for sanding and snow removal.

Mr. Stirling stated that this will leave \$125,040 in the contingency account.

There were some questions and discussion regarding the snow removal budget and the budget for heating oil.

Vote unanimous

Motion carried

Mr. Blake and Ms. Cohen stated it was time to let everyone know that Dr. Dumais has completed the requirements for his doctorate and the Board congratulated him heartily.

6. Policy

a. Discussion and possible action on Policy 6146.1 (enclosure). Mr. Blake asked Dr. Dumais to highlight the changes that were made to the policy since the last meeting. (see packet).

Lengthy, lively discussion, questions and answered ensued.

Motion by Ms. McCreven, second by Ms. Cardozo to postpone consideration of this policy for a vote until the next Board meeting.

Further discussion and questions took place.

Mr. Blake called the question.

Votes in favor 4 (Mr. Browe, Ms. Cardozo, Ms. McCreven and Mr. Stirling); vote against (Ms. Cohen, Ms. Crocco, Mr. Horwitz, Ms. Gedansky and Ms. Russo) 2 abstentions (Mr. Demaio and Mr. Hurley)

MOTION DEFEATED

Motion by Ms. Cohen, second by Ms. Crocco to adopt the policy 6146.1 as presented.

Discussion followed with further, clear explanation by Dr. Britton that this will not adversely affect our seniors who have already applied to college and stated that if he thought this was going to be harmful to students he would not even consider this. If a scholarship or college acceptance is called into question because of this change, which is unlikely, Dr. Britton himself would do what was necessary to remedy that situation. Any retroactive change to grades will be positive because of the change to weighting of A and A+. Dr. Britton stated that Mr. Baretta (math department chair) explained this at the last policy meeting. He stated that this policy is the best effort by the administration to adversely affect the least amount of students.

Motion by Ms Cohen, second by Ms. Crocco to call the question.

Vote in favor 8 (Mr. Demaio, Mr. Stirling, Ms. Russo, Ms. Crocco, Ms. Gedansky, Ms. Cohen, Mr. Horwitz, Mr. Hurley),
vote opposed 3 (Ms. McCreven, Ms. Cardozo and Mr. Browe) Motion carried

Mr. Blake called the motion to adopt Policy 6146.1.

In favor 5 (Ms. Russo, Ms. Crocco, Ms. Gedansky, Ms. Cohen, Mr. Horwitz), opposed 5 (Ms. McCreven, Ms. Cardozo, Mr. Stirling and Mr. Browe) abstention (Mr. Demaio). Chairman Blake voted in favor Motion carried

Motion by Mr. Hurley, second by Ms. Cohen that the Policy Committee revisit policy 6146.1 to include the class of 2019 and beyond.

Vote favor 10, 1 opposed (Ms. McCreven) Motion carried.

7. Personnel – covered in the superintendent’s report, agenda item 10.A

12. Items for next agenda - please forward to Dr. Dumais or to Mr. Blake.

13. Adjournment

Motion to adjourn at 9:05 pm by Ms. McCreven, second by Ms. Crocco.

Vote unanimous Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

MINUTES

COMMITTEE MEMBERS PRESENT: William Blake, Chris Browe, Patricia Cardozo, Sue Cohen, Diane Crocco, Steve DeMaio, Rita Gedansky, James Horwitz, Tom Hurley, Sheila McCreven, Tracey Lane Russo, James Stirling

Also Present: Charles Dumais

A meeting of the Amity Regional Board of Education was held on Tuesday, March 24, 2015 at 5:30 p.m. in the Presentation Room at the District Offices.

1. **Call to Order:** The meeting was called to order Chairman Blake at 6:13 p.m.
2. **Superintendent/BOE Evaluation**
 - Motion to enter Executive Session and invite Superintendent Dumais (Motion – Russo; Second – Hurley; Unanimous)
 - Motion to exit Executive Session (Motion – Hurley; Second – Gedansky; Unanimous)
3. **Adjourn:** The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Charles Dumais, Ed.D.

MINUTES

MEMBERS PRESENT: William Blake, Patricia Cardozo, Sue Cohen, Diane Crocco, Rita Gedansky, James Stirling

Also Present: Charles Dumais

The Public District Budget Hearing of Amity Regional School District No. 5 was held on Monday, April 6, 2015, at 5:30 p.m., in the Presentation Room of the Amity Regional District Offices.

1. **Call to Order:** The meeting was called to order Chairman Blake at 5:45 p.m.
2. No members of the public were present, thus the budget presentation was not delivered.
3. The Annual District Meeting date of May 5, 2015, and Referendum Date of May 6, 2015, were confirmed.
4. **Adjourn:** The meeting adjourned at 5:46 p.m.

Respectfully submitted,

Charles Dumais, Ed.D.

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



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

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

April 13, 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:

Gary Goodhue – P/T Custodian

Amity Reg. High School – Woodbridge: NONE

Amity Reg. Middle School – Bethany: NONE

Amity Reg. Middle Schools – Orange: NONE

Coaches:

Amity Reg. High School – Woodbridge:

Robert Burns – Asst. Varsity – Girls Track
Mark Pigatt – Asst. Varsity – Boys Track

Amity Reg. Middle Schools – Bethany / Orange:

Matthew Fletcher – Softball – Bethany Campus

Leave(s) of Absence: NONE

Resignation(s):

Charles Britton – Principal – Amity Regional High School – Woodbridge
Cory Rubeck – Speech/Language Pathologist – Bethany/Orange Campuses
Kiely Mercado – Coach – Asst. Varsity Dance Team - Woodbridge
Amber Cannady – Coach – Asst. Varsity Girls' Volleyball - Woodbridge

Retirement(s):

Nancy Goss – Library/Media Specialist – Amity Middle School – Orange Campus

CSD/pfc

March, 2015

CLEAN
SAFE
HEALTHY
SCHOOLS

Amity Regional School
District No. 5
25 Newton Road
Woodbridge, CT 06525
Phone: 203-397-4817
Fax: 203-397-4864



Amity Regional School District No. 5

Facilities Department Monthly Report

Completed Projects:

- An actuator failed on one of the air handlers in the practice gym at Amity Regional High School. It was repaired with a part from stock.
- Ceiling tiles that have been damaged were replaced with tiles from stock.
- The intercom/bell system failed at Amity Regional High School. It was determined that the main controlling board had failed. The contractor had a new one overnighted to his home and came in on a Saturday to facilitate the repair so we were ready for school on Monday.
- An exhaust fan motor failed at Amity Middle School, Orange Campus. It was replaced with a motor from stock.
- One of the convection ovens and the dish machine stopped functioning in the kitchen at Amity Regional High School. Outside contractors repaired both items quickly.
- A sewage backup almost occurred at Amity Regional High School. It was caught in time by our in-house technicians. The cause was baby wipes wrapped up on one of the floats in the sewage ejection tank. The floats were cleaned and the system was returned to normal operation.

Projects in process:

- The tuckpointing repairs for Amity Regional High School are still in process. Inclement weather has slowed the progress. It is necessary to repair any mortar damage between the exterior bricks or stone coping to prevent water incursion.
- The work on the cooling tower is in process. The repeated inclement weather events have slowed the project. It is scheduled to be completed the week of April 6.

Outstanding issues to be addressed:

- We are continuing to work on a LED lighting project at all three schools. We are presently ensuring the products selected will meet the requirements of the utility companies and will be bidding the purchase of the equipment soon.
- The salt used to de-ice has severely damaged the staircase and some curbing that leads to the Athletic Directors' entrance at Amity Regional High School. A quotation for repair was obtained and work will be completed as soon as temperatures allow. We have temporarily closed the staircase until the repairs can be made.
- There is a roof leak in the boys locker room at Amity Middle School, Bethany Campus. It was caused by snow falling off of the gym roof onto the main roof. The roofer will return to make the repair once all of the ice melts off of the rubber roof.

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



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

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

To: Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Award of Contracts of \$35,000 of More
Date: March 26, 2015

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

1. Professional Auditing Services:

The Amity Board of Education awarded the Professional Auditing Services to Mahoney Sabol & Company, LLP of Glastonbury, Connecticut for fiscal year ending June 30, 2014, at the bid price of \$32,500. The Board reserved the right to extend the contract for two additional years at the bid prices of \$33,000 for year 2 and \$33,500 for year 3.

Move to award the professional auditing services to Mahoney Sabol & Company, LLP of Glastonbury, Connecticut for the fiscal year ending June 30, 2015 at the bid price of \$33,000. This is the first of two option years. The Board reserves the right to cancel the contract if Mahoney Sabol & Company, LLP of Glastonbury, Connecticut fails to perform in a satisfactory manner.

2. Substitute Teacher Services:

The District has been using Kelly Educational Services for many years. There are no other similar services. Therefore, we are asking the Board to award the contract based on a sole source vendor. Last fiscal year, the District paid Kelly Education Services \$38,307.31; the District has paid Kelly Education Services \$20,463.29 through March 25, 2015. The current price is \$93.13 per day. The increase in the minimum wage in January 2016 will increase the price to \$94.18 per day.

Move to award the Substitute Teacher Service to Kelly Educational Services for July 1, 2015 to June 30, 2016. The price will be \$94.18 per day. This is a sole source vendor for the Substitute Teacher Services, and therefore, the sealed bid requirements are not required. The Board reserves the right to cancel the contract if Kelly Educational Services fails to perform in a satisfactory manner.

3. **Site-Based Grounds Maintenance Program:**

The Amity Board of Education awarded the Site-Based Grounds Maintenance Program to Sports Turf of Connecticut of Orange, Connecticut. The bid price of \$215,000 remains the same for all three years.

The bid specifications include mowing of grass, turf fertilization and weed control, pruning, watering, insect and disease control, policing of all grounds at Middle Schools and High School and Athletic Field Complex at the High School, Integrated Pest Management program for insect and weed control, maintain curbs and cracks in asphalt and concrete sidewalks weed free, spring cleanup of winter debris, continuous clean-up of leaves, spot seeding of all turf areas as necessary, rolling and dragging of three infields as necessary, maintenance of three infields – includes any necessary clay, hand weed groundcover and planting beds to keep a weed-free appearance, covering existing mulched beds with shredded hardwood mulch, supply and install perennial flowers in the existing flower beds, ensure the daily operation of the irrigation system as well as winterizing it in the fall and reenergizing and flushing the irrigation system in the spring, and so forth.

Move to award the site-based grounds maintenance program for July 1, 2015 to June 30, 2016 to Sports Turf of Connecticut of Orange, Connecticut, at the bid price of \$215,000 for the third year of a three-year contract. The Board reserves the right to cancel the contract if Sports Turf of Connecticut of Orange, Connecticut, fails to perform in a satisfactory manner.

4. **Snow Removal, Ice Control & Sanding Services:**

The Amity Board of Education awarded the Snow Removal, Ice Control & Sanding Services to Denny Landscaping Ltd of Orange, Connecticut.

Denny Landscaping Ltd will do free parking lot sweeping each year. A complete line painting is included in the contract. The bid prices are based on the amount of snow (e.g., 1 to 6 inches of snow at \$600; 6 inches to 9 inches of snow at \$700; 9 inches and up of snow at \$825). The prices will be held for all three years.

Move to award the snow removal, ice control and sanding services to Denny Landscaping Ltd of Orange, Connecticut, for July 1, 2015 to June 30, 2016, for the third year of a three-year contract at the bid prices based on the amount of snow. The Board reserves the right to cancel the contract if Denny Landscaping Ltd of Orange, Connecticut, fails to perform in a satisfactory manner.

5. Safety Service Program:

The Amity Board of Education awarded a three-year contract for the Safety Service Program to Fuss & O'Neill, Inc. of Manchester, Connecticut.

Fuss & O'Neill, Inc. has helped our District implement and maintain a top-notch safety service program. Facilities Director Jim Saisa recommends we stay with this firm. The contract terms are based on the State bid contract, as authorized by the Amity Board of Education's purchasing policy.

Move to award the Safety Service Program to Fuss & O'Neill, Inc. of Manchester, Connecticut, for July 1, 2015 to June 30, 2016 for the State bid price of \$12,011 for the second year of a three year contract. The Board reserves the right to award the third year at a cost \$12,188. The total of the three-year contract is \$36,032. The Board reserves the right to cancel the contract if Fuss & O'Neill, Inc. fails to perform in a satisfactory manner.

6. District Chiller Maintenance Contract:

The Amity Board of Education awarded a three-year contract for the District Chiller Maintenance Contract to Trane Building Services.

Trane Building Services provides preventive maintenance and seasonal service on the Trane chillers at our three schools. Trane has provided these services on the chillers since they were installed eight years ago. This contract is proprietary since it is Trane equipment, and Trane has done a good job supporting and servicing our equipment.

Move to award the District Chiller Maintenance Contract to Trane Building Services (local Trane office in Rocky Hill, Connecticut) for the second year of a three-year contract commencing June 2015, through May 2016, for \$12,606. The Board reserves the right to award year three at \$13,110, for a total of \$37,838 over a three-year period. This is a sole source vendor for the District's Trane equipment, and thereby, the sealed bid requirements are not required.

7. Investment Consulting Services:

The Amity Board of Education awarded the contract for Investment Consulting Services to Fiduciary Investment Advisors, LLC of Windsor, Connecticut at the bid price of \$18,000. There are two option years with bid prices of \$18,540 in year 2 and \$19,096 in year 3.

Move to award the Investment Consulting Services for the 2015-2016 school year to Fiduciary Investment Advisors, LLC of Windsor, Connecticut for the bid price of \$18,540. This is the first of two option years. The Board reserves the right to cancel the contract if Investment Consulting Services fails to perform in a satisfactory manner.

8. Athletic Training Contract:

The Amity Board of Education awarded the Athletic Training Contract to Rehabilitation Associates, Inc., which provides an Athletic Trainer with 'general liability and professional liability insurance for its services, including specifically all services of a certified athletic trainer'. We have been very satisfied with the performance of the Athletic Trainer provided by Rehabilitation Associates, Inc.

The contract has an automatic renewal clause so "Either party may cancel the renewal process by providing 30 days-advanced written notice." The Board is asked to vote on the Athletic Training Contract no later than May of each year so the 30-days-advance written notice can be provided if and when the Board decides to terminate the contract. The annual fee for the 2014-2015 academic year is \$56,200. We agreed to a fee increase of 1.80 percent, or \$57,212, subject to Board approval.

Move to authorize the Director of Finance and Administration to award the contract for all the services of a certified athletic trainer to Rehabilitation Associates, Inc. of Fairfield, Connecticut, for the 2015-2016 academic year at the annual fee of \$57,212. The Board waives bidding this contracted service. The Board reserves the right to cancel the contract if Rehabilitation Associates, Inc. of Fairfield, Connecticut fails to perform in a satisfactory manner.

9. Health and Welfare Benefits Consultant for Medical and Dental Insurance:

The Amity Board of Education awarded the Health and Welfare Benefits Consultant for Medical and Dental Insurance to Everett James, Inc. of Ridgefield, Connecticut.

Everett James, Inc. was founded in 1990 by two Senior Consultants formerly employed by one of the largest actuarial and employee benefit consulting firms in the world. Their public sector clients include public school systems, cities, towns, and a variety of other public institutions. They have operated in the school district marketplace for over 25 years. They understand the school budget process; know how to communicate with Boards of Education, Finance, and Selectmen; and, know how to assist in the collective bargaining process.

Steve Rinaldi is a Consultant and Managing Director of Everett James, Inc., and has more than 30 years of employee benefits experience. He specializes in public sector group benefit consulting with an emphasis on collective bargaining, plan design, financing, administration, compliance, and cost management.

Move to award the Health and Welfare Benefits Consultant to Everett James, Inc. of Ridgefield, Connecticut at the bid price of \$31,000 for July 1, 2015 to June 30, 2016. This is the first of two option years. The Board shall have the option of extending the contract to year 3 at \$34,000. The Board reserves the right to cancel the contract if Everett James, Inc. fails to perform in a satisfactory manner, as determined by the Superintendent of Schools.

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

LINE	CATEGORY	COLUMN 1 2013-2014 ACTUAL	COLUMN 2 2014-2015 BUDGET	COLUMN 3 FEB '15 FORECAST	COLUMN 4 CHANGE INCR./ (DECR.)	COLUMN 5 MAR '15 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	FAV
2	OTHER REVENUE	286,607	212,494	222,488	(6,000)	216,488	3,994	FAV
3	OTHER STATE GRANTS	994,086	1,314,505	1,081,768	(6,738)	1,075,030	(239,475)	UNF
4	MISCELLANEOUS INCOME	34,631	305,690	307,792	0	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	45,827,221	(12,738)	45,814,483	(233,379)	UNF
7	SALARIES	23,159,116	24,131,979	23,876,484	(26,790)	23,849,694	(282,285)	FAV
8	BENEFITS	5,788,195	5,689,365	5,691,560	(630)	5,690,930	1,565	UNF
9	PURCHASED SERVICES	6,443,930	7,875,010	7,549,753	28,594	7,578,347	(296,663)	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	3,058,177	28,449	3,086,626	61,482	UNF
12	EQUIPMENT	355,459	227,715	227,715	0	227,715	0	FAV
13	IMPROVEMENTS / CONTINGENCY	124,214	150,000	134,900	(19,780)	115,120	(34,880)	FAV
14	DUES AND FEES	118,302	148,486	148,486	0	148,486	0	FAV
15	TRANSFER ACCOUNT	367,516	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	44,358,431	46,047,862	45,487,238	9,843	45,497,081	(550,781)	FAV
17	SUBTOTAL	284,719	0	339,983	(22,581)	317,402	317,402	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	62,660	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	(266,000)	0	(150,000)	0	(150,000)	(150,000)	UNF
20	NET BALANCE / (DEFICIT)	81,379	0	189,983	(22,581)	167,402	167,402	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	COL 7
		2013-2014 ACTUAL	2014-2015 BUDGET	FEB '15 FORECAST	CHANGE INCR./-(DECR.)	MAR '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	BETHANY ALLOCATION	8,670,180	9,204,690	9,204,690	0	9,204,690	0	FAV
2	ORANGE ALLOCATION	21,602,772	21,758,187	21,758,187	0	21,758,187	0	FAV
3	WOODBRIE ALLOCATION	12,987,101	13,245,805	13,245,805	0	13,245,805	0	FAV
4	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	FAV
5	ADULT EDUCATION	3,286	2,936	3,405	0	3,405	469	FAV
6	PARKING INCOME	32,106	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	1,425	1,500	2,315	0	2,315	815	FAV
8	ATHLETICS	34,567	32,500	32,500	(6,000)	26,500	(6,000)	UNF
9	TUITION REVENUE	124,814	72,985	74,425	0	74,425	1,440	FAV
10	TRANSPORTATION INCOME	90,409	72,573	79,843	0	79,843	7,270	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	286,607	212,494	222,488	(6,000)	216,488	3,994	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	994,086	1,314,505	1,081,768	(6,738)	1,075,030	(239,475)	UNF
15	OTHER STATE GRANTS	994,086	1,314,505	1,081,768	(6,738)	1,075,030	(239,475)	UNF
16	RENTAL INCOME	24,900	21,000	23,375	0	23,375	2,375	FAV
17	DESIGNATED FROM PRIOR YEAR	0	266,000	266,000	0	266,000	0	FAV
18	OTHER REVENUE	9,731	18,690	18,417	0	18,417	(273)	UNF
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	34,631	305,690	307,792	0	307,792	2,102	FAV
21	BUILDING RENOVATION GRANTS	67,773	6,491	6,491	0	6,491	0	FAV
22	TOTAL REVENUES	44,643,150	46,047,862	45,827,221	(12,738)	45,814,483	(233,379)	UNF

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

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

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2013-2014 ACTUAL	2014-2015 BUDGET	FEB '15 FORECAST	CHANGE INCR./((DECR.))	MAR '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	5111-CERTIFIED SALARIES	19,385,010	20,158,622	19,918,599	(35,828)	19,882,771	(275,851)	FAV
2	5112-CLASSIFIED SALARIES	3,774,106	3,973,357	3,957,885	9,038	3,966,923	(6,434)	FAV
3	SALARIES	23,159,116	24,131,979	23,876,484	(26,790)	23,849,694	(282,285)	FAV
4	5200-MEDICARE - ER	307,410	318,524	316,932	(355)	316,577	(1,947)	FAV
5	5210-FICA - ER	238,123	241,309	245,499	(275)	245,224	3,915	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	45,975	0	45,975	(129)	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	5,691,560	(630)	5,690,930	1,565	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	2,623,640	12,694	2,636,334	(72,555)	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	3,237,407	15,900	3,253,307	(229,208)	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	7,549,753	28,594	7,578,347	(296,663)	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	FEB '15 FORECAST	CHANGE INCR./-(DECR.)	MAR '15 FORECAST	VARIANCE OVER/(UNDER)	COL 7 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	(5,498)	862,435	16,535	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	707,616	699,279	699,279	19,780	719,059	29,780	UNF
32	5611-INSTRUCTIONAL SUPPLIES	352,762	408,800	408,800	0	408,800	0	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	191,154	195,555	195,555	0	195,555	0	FAV
34	5620-OIL USED FOR HEATING	142,741	110,430	110,430	18,167	128,597	18,167	UNF
35	5621-NATURAL GAS	99,670	95,000	96,000	(4,000)	92,000	(3,000)	FAV
36	5627-TRANSPORTATION SUPPLIES	175,474	186,836	186,836	0	186,836	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	93,517	15,551	15,551	0	15,551	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	20,791	23,082	23,082	0	23,082	0	FAV
39	5690-OTHER SUPPLIES	473,016	454,711	454,711	0	454,711	0	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,956,619	3,025,144	3,058,177	28,449	3,086,626	61,482	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	9,860	0	9,860	9,860	UNF
46	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(24,960)	(19,780)	(44,740)	(44,740)	FAV
48	IMPROVEMENTS / CONTINGENCY	124,214	150,000	134,900	(19,780)	115,120	(34,880)	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	0	0	0	0	FAV
54	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	44,358,431	46,047,862	45,487,238	9,843	45,497,081	(550,781)	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



MARCH 2015

2014-2015 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is **\$167,402 FAV** (previously \$189,983 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 MicroGrid project and Fuel Cell project have been discussed and possible action may be taken to proceed. The Facilities Five-Year Capital Improvement Plan contains the request for a heat exchanger at Amity Regional High School. This would provide energy savings. The initial upfront costs have been estimated at \$370,000. There may be incentives and rebates and possibly a no-interest loan from United Illuminating. There are no funds in the proposed 2015-2016 budget for the heat exchanger.

We could use some of the projected fund balance and funding from the Contingency Account (if available) to pay for the heat exchanger.

Summary of Possible Sources of Funding for Heat Exchanger

<i>March</i> 2015 Net Balance Forecast (Note 1)	\$167,402
Contingency Account (Note 2)	<u>\$105,260</u>
Estimated Cost (Note 3)	\$272,662

Notes:

1. *The net balance forecast is subject to change.*
2. *The balance is subject to change.*
3. Possible incentives and rebates from United Illuminating will reduce the District's cost.

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>(\$72,555)</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.

CATEGORY	VARIANCE \$	EXPLANATION
Tuition Expense	(\$229,208) <i>FAV</i> 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.

REVENUES BY CATEGORY

The projected yearend balance of revenues is \$233,379 UNF (previously \$220,641 UNF), which appears on page 2, column 6, line 22.

LINE 7 on Page 2: INVESTMENT INCOME:

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

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
June 2014	0.250 %	0.160 %
July 2014	0.250 %	0.160 %
August 2014	0.250 %	0.140 %
September 2014	0.230 %	0.140 %
October 2014	0.250 %	0.150 %
November 2014	0.250 %	0.150 %
December 2014	0.250 %	0.150 %
January 2015	0.250 %	0.150 %
<i>February 2015</i>	<i>0.398 %</i>	<i>0.147 %</i>

LINE 8 on Page 2: ATHLETICS:

Gate receipts were lower than budgeted.

LINE 9 on Page 2: TUITION REVENUE:

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

LINE 10 on Page 2: TRANSPORTATION INCOME:

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

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The State reimbursement rate for 2014-2015 is expected to be 79.6 percent compared to the budgeted reimbursement rate of 81.00 percent. The estimated decrease in revenues is **\$20,138 UNE**. In addition, the forecast of special education expenditures are lower than budget. The forecast is based on an estimate of expected grants based on projections of special education transportation and tuition and the State reimbursement rate. The forecast includes the Health and Welfare grant of **\$360 FAV**. The forecast is based on the most recent information from the State. We are using a reimbursement rate of 79.0 percent. *The forecast is based on the most recent filing of the SEDAC-G report to the State.*

LINE 16 on Page 2: RENTAL INCOME:

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

LINE 18 on Page 2: OTHER REVENUE:

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

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is \$550,781 FAV (previously \$560,624 FAV), which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

'Turnover savings' (i.e., replacing teachers who retired or resigned) are estimated at \$99,002 FAV over budget. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements/resignations. There were 19 retirements and resignations in all. Staff changes and unpaid leaves-of-absence have resulted in a savings of \$124,683 FAV. *Homebound expenses are projected to be \$20,000 FAV under budget.*

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

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

The forecast includes the promotion of the Finance Manager to Assistant Director of Finance and Administration and stipend for the Student Database Management Specialist.

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

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

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	\$1,197,749	\$754,824	\$442,925 FAV
Reserve as Percent of Claims	29.8%	17.2%	12.6% FAV

LINE 8 on Page 3: 5860-OPEB TRUST:

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

OPEB TRUST FUND
As Reported in Audited Financial Statements

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

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

Note B: The budget has \$0.

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 \$72,555 FAV (previously \$85,249 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 \$229,208 FAV (previously \$245,108 FAV).

Tuition for the vo-ag schools has a projected variance of \$87,296 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 **\$147,242 FAV (previously \$163,142 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. *Electricity consumption is projected to be 3,798,158 (previously 3,940,349) at an average rate of \$0.1800 (previously \$0.1749), or \$13,809 UNF (previously \$19,307) over budget.*

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

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

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

Degree days through February 2015 were 3,313 compared to degree days last year through the same time period of 3,391. Degree days are 2.3 percent lower than last year through February 2015. February 2015 was the coldest month on record in Connecticut.

ELECTRICITY (KILOWATT HOURS)

MONTH	2014-2015	2014-2015	VARIANCE	2013-2014	2012-2013
	ACTUAL/FORECAST	BUDGET	(FAV)/UNF	ACTUAL	ACTUAL
July	321,976	362,728	(40,752)	353,041	367,417
August	331,999	362,096	(30,097)	355,228	363,974
September	349,784	359,196	(9,412)	369,190	344,252
October	292,657	307,391	(14,734)	310,925	299,620
November	287,227	293,817	(6,590)	294,532	289,052
December	297,565	301,828	(4,263)	295,361	304,135
January	290,906	327,249	(36,343)	322,535	327,453
February	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	3,798,158	3,940,349	(142,191)	3,886,040	3,940,349

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

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

The budget for snow removal and sanding is \$59,745. *Expenditures through March 25, 2015 are \$89,525.* This account is projected to be *\$29,780 UNF (previously \$10,000 UNF) UNF* over budget.

Below is a list of large repairs:

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

- The sinks that are in the ceramics art room at Amity Regional High School have become problematic. The program has grown and the use of clay has really increased. The existing sinks are residential sink style sinks and are not adequate for filtering clay. The drains are continually clogging and have begun leaking. In addition, the method of cleaning the clay in the inadequate sinks is causing water to spill all over the floor causing a safety hazard. We will be replacing the sinks with a large, deep three-bay sink over the Holiday break. In addition, an appropriately sized solids separator will be installed to prevent clay from entering the drains. Presently there are very small separators on each drain that are inadequate for the amount of clay being used. We will be doing the install in-house to save money and will not have to use the drain cleaning company near as often. The safety hazard of water on the floor will also be eliminated. The total cost of this unbudgeted expense is **\$4,084 UNF**.
- There was a sewage backup at Amity Regional High School that caused damage to infrastructure and supplies in the nurse's office, guidance office, weight room, trainer's room, and boys' locker room. We are currently replacing and repairing all damaged items. The majority of the cost will be should be covered by insurance. There is a **\$1,000 UNF** deductible that will result in an unbudgeted expense.
- Around Thanksgiving we started having sporadic problems with the Johnson Controls FX-70 Controller at Amity Middle School – Orange Campus. The FX-70 is the main “brain” that controls all HVAC operations and schedules. The controller was randomly shutting off at night for no reason and sometimes rebooting itself and sometimes not. The result has been periodic control issues and sporadic temperature fluctuations. Building Maintainer Ralph Schuster has been very diligent in pursuing the cause of the issue, whether it was a failing controller, or a software problem. Mr. Schuster logged onto technical forums, contacted the supplier and manufacturer, and did daily data gathering to help bring the problem to resolution. Ralph's diligence paid off and the manufacturer has agreed to replace the controller under warranty. The controller has a price tag of approximately \$5,000, so this is a large savings for us. We will have to pay our controls contractor to come and program the new controller, but this is a fraction of the cost of having to purchase a new controller too.

While completing work on the cooling tower, additional corrosion (which was located in an area that was not visible until the tower was dismantled) was found. The manufacturer determined that the surface corrosion did not compromise the structural integrity of the beams and the corrosion will be treated with a special paint. The cost will be under \$100.

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

As of March 25, 2015, we have taken delivery on 35,657 gallons of oil. The forecast assumes we will need 5,000 more gallons for Amity Middle School – Bethany Campus and 1,000 for Amity Middle School – Orange Campus at a price of \$3.0278 per gallon, or \$18,167 UNF over budget.

LINE 35 on Page 4: 5621-NATURAL GAS:

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

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 \$105,260, if the budget request of \$19,780 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

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

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

APPENDIX A

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

**Medical and Dental Insurance
2013-2014**

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

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

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

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

Notes:

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

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

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

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

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

DESCRIPTION	FORECAST	BUDGET	VARIANCE \$
Balance, June 30, 2014	\$929,397 A	\$754,824	\$174,573 FAV
Claims Variance	\$362,091 A	\$0	\$362,091 FAV
Fees Variance	\$23,223 B	\$0	\$23,223 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	\$1,197,749	\$754,824	\$442,925 FAV
Reserve as Percent of Claims	29.8%	17.2%	12.6% FAV

Notes:

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

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

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

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

E: The target reserves as a percent of claims is 20 percent.

CURRENT EMPLOYEES' & RETIREES' CLAIMS

MONTH	2014-2015	2014-2015	VARIANCE	2013-2014	2012-2013
	ACTUAL/FORECAST	BUDGET	(FAV)/UNF	ACTUAL	ACTUAL
July	\$ 311,067	\$ 365,657	\$ (54,590)	\$ 430,267	\$ 157,090
August	\$ 336,053	\$ 365,657	\$ (29,604)	\$ 381,584	\$ 277,965
September	\$ 282,989	\$ 365,657	\$ (82,668)	\$ 306,379	\$ 184,534
October	\$ 368,169	\$ 365,657	\$ 2,512	\$ 312,668	\$ 228,344
November	\$ 326,683	\$ 365,657	\$ (38,974)	\$ 327,966	\$ 282,319
December	\$ 419,537	\$ 365,657	\$ 53,880	\$ 416,061	\$ 316,551
January	\$ 284,899	\$ 365,657	\$ (80,758)	\$ 402,402	\$ 317,314
February	\$ 330,398	\$ 365,657	\$ (35,259)	\$ 238,891	\$ 241,012
March	\$ 269,027	\$ 365,657	\$ (96,630)	\$ 368,088	\$ 251,862
April	\$ 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	\$ 4,025,794	\$ 4,387,885	\$ (362,091)	\$ 4,188,975	\$ 3,306,146

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

FEES (STOP-LOSS PREMIUMS, NETWORK ACCESS FEES)

MONTH	2014-2015	2014-2015	VARIANCE	2013-2014	2012-2013
	ACTUAL/FORECAST	BUDGET	(FAV)/UNF	ACTUAL	ACTUAL
July	\$ 85,723	\$ 110,000	\$ (24,277)	\$ 104,334	\$ 63,398
August	\$ 88,370	\$ 100,000	\$ (11,630)	\$ 89,545	\$ 70,842
September	\$ 96,853	\$ 100,000	\$ (3,147)	\$ 94,550	\$ 62,972
October	\$ 97,604	\$ 75,000	\$ 22,604	\$ 59,835	\$ 68,252
November	\$ 55,394	\$ 50,000	\$ 5,394	\$ 40,563	\$ 75,925
December	\$ 47,437	\$ 50,000	\$ (2,563)	\$ 40,321	\$ 76,201
January	\$ 47,120	\$ 50,000	\$ (2,880)	\$ 44,201	\$ 83,428
February	\$ 46,962	\$ 50,000	\$ (3,038)	\$ 43,730	\$ 59,882
March	\$ 46,314	\$ 50,000	\$ (3,686)	\$ 33,847	\$ 38,761
April	\$ 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	\$ 763,120	\$ 786,343	\$ (23,223)	\$ 665,180	\$ 714,687

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

APPENDIX B

2014-2015 COST SAVINGS AND EFFICIENCIES

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

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

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

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

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

- Amity Middle School – Orange Campus reported the implementation of cost savings and efficiencies:
 - The Media Center Administrative Assistant volunteered to check the large copier regularly for paper, cartridges and general checking of the room, supplies and machine. This has resulted in less ‘down-time’ for the copier and thereby, provides the teachers and staff greater efficiency in getting their needed copies.
 - We changed to automatic calendaring for the PPT meetings by the Guidance Administrative Secretary. This reduced the time it takes to create a list and continually update it. It has streamlined the process of scheduling meetings.
- Amity Regional High School reported the implementation of cost savings and efficiencies:
 - We saved transportation money this school year by not having a double bus run on the first day of school.
 - We have applied for grants (e.g., CAC grant; Schools of Distinction grant).
- Athletic Department reported the implementation of cost savings and efficiencies:
 - The Athletic Director is putting many of the department’s documents on-line rather than printing each one. This saves the cost of printing and makes it easy for parents and students to access the information.
- Pupil Services Department reported the implementation of cost savings and efficiencies:
 - A cooperative arrangement was made with Orange Elementary School District to share transportation costs to an out-of-district school.
 - We combined transportation runs.
- The Finance Department reported the implementation of cost savings and efficiencies:
 - The Finance Office is moving all the funds currently in Bank of America into People’s United Bank. This is being done to reduce fees, ease of transactions and security. In addition, we have been using a quasi-business-personal platform at Bank of America. Bank of America recommends we upgrade to their business platform for \$4,000 to \$9,000 more a year. We would need to take these fees out of the student activity funds, which would be unfair to the students. By switching these funds to Peoples United, we do not need to pay the extra \$4,000 to \$9,000 more a year. Also, it would be more efficient to use one bank to collect funds using our online payment system.

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

- Automatic infrared flush valves were installed at the Stadium Field House. This will save on water and will ensure a much cleaner atmosphere in the public restrooms and locker rooms.
- Electric hot air hand dryers were installed at the Stadium Field House. This will provide more sanitary conditions in the restrooms and save significant money on paper towel purchases. It should also cut down on vandalism and intentional clogging of fixtures, which will save money by not having the plumbing contractor frequently come to unclog drain lines.
- One of our Custodians designed and implemented an inexpensive wood addition to some of our moving dollies. By spending a few dollars on lumber, we have converted our old dollies to functional moving dollies. This allows us to move desks, teacher desks, cabinets, etc., more safely and efficiently. This saved hundreds of dollars on purchasing new equipment from a vendor.
- We have begun retrofitting drinking fountains by adding a water bottle filler kit to the existing drinking fountains to allow occupants to easily fill water bottles instead of having to buy them. This will cut down on the amount of recycling going into the recycling dumpster. It will also allow our staff and students to save money on purchasing water from a vending machine.
- The SchoolDude work order system was revamped to streamline how work orders are disseminated and to improve communications with the work order originator. The previous approval process started with the Principal, then if approved was routed to Central Office for approval and scheduling with the appropriate technician or custodian. Now the general work orders are routed directly to the technician or custodian. The technician changes the status to “work in progress” and immediately knows of an issue. Once the work order is closed out as complete, the originator is immediately e-mailed the change in status. Large item requests are still routed through the Principal for consideration and approval. The new process has allowed quicker response time and better communication with the requesters.
- Our new Health Benefits Consultant found out that Reliance commission payments of about \$560 per month were being paid to H.D. Segur. We took action to eliminate the payments and have the Amity premiums reduced accordingly.
- Amity Regional High School had implemented a successful program Intervention Specialists for Math and Science for those students who needed tutoring. We had been paying a substitute rate for part of the day and tutor rate for part of the day. This became expensive. We changed to a single daily rate of \$140.72, which will save the District money.
- The Guidance Offices in the three schools will be combining their orders of permanent record folders to take advantage of volume pricing.

- The Middle Schools order student handbooks for both schools. This has saved money.
- Amity Middle School – Bethany Campus provided parents with a ‘generic’ pocket folder to keep all handouts from teachers. In previous years, we used a customized printed pocket folder with the name of the school and Amity logo printed on the front cover.
- The exterior wall pack lights on the Amity Regional High School Field House were problematic. There are seven fixtures all together. Each fixture would burn out once per year. As we looked for a better alternative, we found that the cost of the existing 70 watt metal halide bulb and ballast were equal to a new technology LED fixture, which is only 20 watts. We replaced all seven fixtures. The light quality is better; we decreased electricity usage by 65%; and the life expectancy of the LED fixture is ten years, so we have cost avoidance of bulb/ballast purchases and our electrician’s time.
- The Finance Office has been actively pursuing vendors to switch to Electronic Funds Transfer (EFT) form of payment. Each mailed check costs 62.3 cents (i.e., 5.3 cents per check sheet; 8.0 cents per envelope; 49.0 cents for postage). Year-to-date, we have paid approximately 29 percent of our vendors by EFT. The year-to-date savings is about \$172. Projected annual savings is \$938.
- Amity Regional High School received a \$25,000 grant from the Cable Advisory Council.
- Amity Regional High School sends out documents by e-mail prior to a meeting and shows the documents on a screen at a meeting. This saves the paper and time to print the handouts.
- Amity Middle School – Orange Campus will put all future editions of their new Students Newspaper online.
- A few years ago, the Adult Education Program set up a merchant services account for patrons to pay for classes. We have closed this account and are now using the MyPaymentsPlus system. The savings are approximately \$635 per year.
- The budget requests are being entered and verified by building staff. There is more detail being entered into the MUNIS budget module as backup information.
- The Technology Department is moving as many printers as possible onto a Xerox print management contract, which will save on ink and paper.
- The Technology Department is installing a print server to help control the printing in the District, which will save on ink and paper.

- The Athletic Department has added a section on PowerSchool to track athletes. This allows a direct uploading to the CIAC eligibility site, which saves about 4 hours of data input.
- An office in the Guidance Department at Amity Regional High School has had the temperature approach 90 degrees when the afternoon sun came around in both winter and summer. The design of the HVAC system is not adequate to control such a large thermal load. We had obtained a quote of \$15,000 to re-engineer the systems in that area. Another option was to install a small supplementary air conditioning system in that small office at a cost of \$4,000. We decided to try a reflective window film as studies have shown the film will reflect the majority of the heat away instead of allowing it to magnify through the window glass. It was installed at a cost of \$600. The results have been better than we expected. We solved a comfort problem for an employee at a fraction of the anticipated cost.
- The Athletic Director has been looking at the overtime related to holding winter athletic practices on weekends and holidays. Mr. Goodwin decided to save 11 hours of overtime by ending Saturday practices at 3:00 p.m. instead of 4:00 p.m. Although the savings are relatively small (\$375), the effort will continue to take a close hard look at scheduling. This will be done without adversely affecting the athletic program or the time necessary for teams to practice.
- The toilet paper product will be changed. We were finding the thin, single ply paper was shredding when being removed from the holder and those torn pieces were ending up on the floor. We need to be careful in the product we use, because we do not want students to clog the toilets with the paper. The Facilities Department believes we now have a better product. This suggestion came from a teacher at Amity Middle School – Bethany campus.
- We received a disposal of asset form for a computer cart that was no longer usable. High School Custodians Randy Joiner and Bob Carbone picked up the cart for disposal. They knew the art teacher was looking for a lockable, heavy duty cart to transport her ceramic and other art tools. They removed every other shelf in the cart making the size more appropriate to the teacher's needs and refastened a couple of other supports. The art teacher was ecstatic to get the cart for her use as a similar one would have cost over \$500 and it was not in the budget. Instead of throwing out an asset that was no longer usable to one department, we recycled it and put it into use in another department.
- Amity Middle School – Bethany Campus teacher Helen Young noticed that the Xerox machine stapler automatically adjusts the amount of 'wire' it uses to staple documents and cuts off the excess, which is then deposited in a plastic waste container. The machine signals when the waste container should be replaced. An average used container has a mass of about 550 grams, which is approximately 1.21254 pounds. The teacher suggested bringing the 'waste' from all machine staplers to a recycling center.

- Amity Middle School – Orange Campus teacher Debbie Estok needed to find a way to create a large building plan image and our copiers are not capable to make large prints. Ms. Estok happened to speak to Tim Smith, Orange Deputy Fire Chief. He offered to make and deliver several large prints of our building plan. When Ms. Estok mentioned that we would laminate the prints, Mr. Smith was excited to learn that we have a laminator that will accommodate the 23 inch copies. We are going to laminate a few things for him. Thus, we saved money, gained goodwill, and solved a couple of needs.

We continue to find and implement cost savings and efficiencies.

- *Eversource (previously CL&P) recently performed a Most Beneficial Rate review for the purpose of determining whether our account is being billed on the most economical rate available to the school district. Based on our kilowatt (kW) demand and kilowatt hour (kWh) level, we can switch to a Time of Use rate. This will save approximately \$259 per month on the distribution portion of our electric bill at Amity Middle School – Bethany Campus.*
- *Marie McPadden, Director of Curriculum and Staff Development, negotiated the Gates retesting fee for all students in grades 7 through 10 for the spring and had the fee reduced from \$5,000 to \$2,400.*

APPENDIX C

RECAP OF 2013-2014

Return to Member Towns:

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

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

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

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

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

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

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

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

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2014	86	03132220	5611 INSTRUCTIONAL SUPPLIES	\$ -1,700.00	to purchase databases
July 2014	86	03132220	5690 OTHER SUPPLIES	\$ 1,700.00	to purchase databases
July 2014	87	03132220	5730 EQUIPMENT - NEW	\$ 800.00	purchase tables for library
July 2014	87	03111010	5611 INSTRUCTIONAL SUPPLIES	\$ -800.00	purchase tables for library
July 2014	89	03111010	5611 INSTRUCTIONAL SUPPLIES	\$ -300.00	desks for media center
July 2014	89	03132220	5730 EQUIPMENT - NEW	\$ 300.00	desks for media center
July 2014	90	03132220	5730 EQUIPMENT - NEW	\$ 800.00	tables\desks media specialists
July 2014	90	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ -800.00	tables\desks media specialists
August 2014	72	02111010	5810 DUES & FEES	\$ 40.00	MEMBERSHIP DUES -MUSIC
August 2014	72	02132400	5810 DUES & FEES	\$ -40.00	MEMBERSHIP DUES -MUSIC
September 2014	9	03111013	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 456.00	For microscope repairs
September 2014	9	03111013	5641 TEXTBOOKS	\$ -456.00	For microscope repairs
September 2014	130	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ -1,200.00	NEW WORLD LANGUAGE TEXTBOOKS
September 2014	130	03111006	5641 TEXTBOOKS	\$ 1,200.00	NEW WORLD LANGUAGE TEXTBOOKS
September 2014	201	01111008	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 425.00	EXTENDED COVERAGE 3DPRINTER
September 2014	201	01111008	5611 INSTRUCTIONAL SUPPLIES	\$ -425.00	EXTENDED COVERAGE 3DPRINTER
October 2014	9	01113201	5690 OTHER SUPPLIES	\$ 100.00	AFTER SCHOOL ACTORS CLUB
October 2014	9	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -100.00	AFTER SCHOOL ACTORS CLUB
October 2014	67	03132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 200.00	ADDITIONAL PERIODICALS
October 2014	67	03132220	5690 OTHER SUPPLIES	\$ 430.00	ADDITIONAL DATABASE
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	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	04126111	5560 TUITION EXPENSE	\$ -2,380.00	TUITION - WHITNEY HIGH SCHOOL
November 2014	31	04126110	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	75	02111010	5731 EQUIPMENT - REPLACEMENT	\$ 1,800.00	New Bass

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

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>	
April 2015	3	01132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 1,227.00	REPAIRS CHAIR CASTERS WHEELS
April 2015	3	01132400	5581	TRAVEL - CONFERENCES	\$ -1,227.00	REPAIRS CHAIR CASTERS WHEELS

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



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

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

To: Charles S. Dumais, Ed. D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Budget Transfers of \$3,000 or More
Date: March 26, 2015

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

Special Education:

Budget transfer is needed to pay special education expenditures.

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

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6130-5560	Tuition Expense	\$25,000	
04-12-6110-5560	Tuition Expense		\$25,000

Athletics:

Budget transfer is needed to purchase a replacement golf cart. The golf cart is very important as our athletic trainer can move from field to field for observation or treat any injuries or emergencies as quickly as possible.

#2 – Move to make the following budget transfer to purchase a golf cart.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-11-3202-5420	Repairs Expense	\$ 6,400	
03-11-3202-5731	Replacement Equipment Expense		\$ 6,400

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



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

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

To: Charles S. Dumais, Ed. D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: New Funding Requests for Fiscal Year
Date: March 25, 2015

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

Snow Removal and Sanding:

We have spent \$89,525 on snow removal and sanding. The budget is \$59,745. The budget request of \$19,780 will pay outstanding bills. We had previously transferred \$10,000 out of the contingency account.

#1 – Move to make the following budget transfer of \$19,780 to pay for sanding and snow removal:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency Account	\$19,780	
xx-14-2600-5420	Repairs, Maintenance & Cleaning		\$19,780

Note: The budget transfer of \$19,780 will be split between the high school and middle schools based on the actual invoices.

CONTINGENCY ACCOUNT RECAP

Budget		\$150,000
August:	District Medical Malpractice Insurance	\$ 5,100
February:	Bethany Track	\$ 9,860
March:	Snow Removal and Sanding	<u>\$ 10,000</u>
Subtotal		\$125,040
<i>April:</i>	<i>Snow Removal and Sanding</i>	<i><u>\$ 19,780</u></i>
<i>Balance</i>		<i>\$105,260</i>

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chairperson of the Board of Education in a manner consistent with the adopted Bylaws of the Board.

All Board meetings shall commence at the stated time or as soon thereafter as a quorum is present and shall be guided by an Agenda which will have been prepared and delivered in advance to all Board Members and other designated persons.

The meetings shall, to the fullest possible extent, enable Members to conduct the business of the Board in an orderly, expeditious manner.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. A 3 minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item of the Agenda.
2. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In case of a general disturbance the meeting room may be cleared except for non-participating representatives of the press.
3. The Board may, by a majority vote, decide to modify the amount of time allotted per item of the Agenda.
4. Inquiries or questions may be considered and answered at a future date.
5. Speakers may offer objective criticism of district operations and programs, but the Board encourages members of the public to address complaints concerning individual district personnel through the proper chain of command (see ABOE Policy 1312). The Chairperson may direct the member of the public to the appropriate means to address concerns brought before the Board; however the Board will not respond with action during public comment but will take comments under advisement. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual Board member or individual employee of the Board of Education, whether named or not. All such charges or complaints concerning individual Board members or the Superintendent should be sent to the Chairperson of the Board and to such other Members as deemed appropriate. All such charges or complaints concerning individual deemed appropriate. All such charges or complaints concerning individual employees of the Board should be sent to the immediate superior of the person to whom the complaint relates. If a

Bylaws of the Board

Meeting Conduct

satisfactory answer is not received, then a written appeal may be filed with the next higher authority.

Legal Reference: Connecticut General Statutes

1-200 Definitions

1-206 Denial of access of public records or meetings. Notice. Appeal.

1-201 Access to public records

1-225 Meetings of government agencies to be public

1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Sign required. Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

Bylaws of the Board

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Bylaws of the Board

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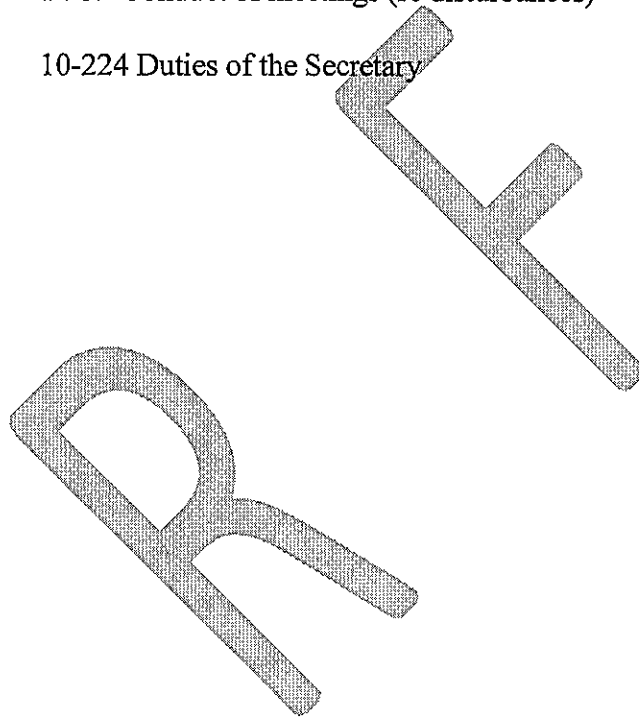
1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Sign required. Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary



Business/Non-Instructional Operations

Unexpended Class Funds

All invoices or obligations incurred by the Senior Class must be paid out of the Senior Class Fund no later than the opening day of the following school year. No new obligations may be incurred any later than one week after graduation.

Remaining funds will be turned over to two class officers for the purpose of supporting the five year or a later reunion, provided this is the wish of the majority of the class. In the alternative, the class may by majority vote designate remaining funds as a gift to the school. Action regarding remaining funds must be taken no later than the date of graduation.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

The Amity Regional Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

1. Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
2. Prevent loss or damage to school structures or property;
3. Prevent pests from spreading in the community or to plant and animal populations beyond the site; and
4. Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. In addition, staff, students and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs. The Superintendent or Director of Finance and Administration shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. The Superintendent shall designate an IPM supervisor who shall direct

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

and supervise all IPM procedures to be carried out by assigned maintenance and/or custodial staff.

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. The District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school building or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used.

Whenever it is deemed necessary to use a chemical substance, that school must provide notification to all parents and staff who have registered for advanced notification in conformity with state statutes. Parents/guardians and staff requesting advanced notification must be notified on the day of such use by any method practicable. Whenever possible, persons who have registered for advance notice will be notified at least 24 hours prior to application of pesticide. Notices shall also be posted in designated areas at school at least 24 hours prior to the non-emergency application.

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District's pest management policy. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application.

Information regarding pesticides used and areas treated shall be maintained for a period of five years at the school site and available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their location. In addition, records of all pest control actions including information on indicators of pest activity that can verify the need for action.

Pesticide applications shall be limited to non-school hours and when activities are not taking place.

The application of lawn care pesticides on the grounds of any schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2010 except in emergencies. An emergency application may be

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools. Authorized applicators.
Exception, as amended by P.A. 09-56

10-231c Pesticide applications at schools without an integrated pest
management plan

22a-46. Short title: Connecticut Pesticide Control Act.

22a-54. Pesticide applicators, certification, classification, notice, fees,
reciprocity; financial responsibility; aircraft, tree, public employee
applicators.

22a-58. Records to be kept by distributors and applicators.

23-61b. Licensing for arboriculture; examination; fees; renewal;
suspension, revocation. Nonresidents. Records. Pesticides.

P.A. 09-56 An Act Concerning Pesticide Applications at Child Day Care
Centers and Schools

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code
136 et seq.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

Pest Management /Pesticide Application

In determining when to control pests and whether to use mechanical, physical, chemical, cultural or biological means, the District shall follow the principles of Integrated Pest Management (IPM). The Superintendent or Director of Finance and Administration shall ensure that the District follows Integrated Pest Management procedures so as to use the most appropriate and least toxic method of control.

Procedures shall include the following:

1. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or not feasible. The full range of alternatives, including no action, will be taken.
2. Selected non-chemical pest management methods will be used whenever possible to provide the desired control. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents.
3. The pest and the site of infestation shall be carefully identified. Strategies for managing the pest will be influenced by the pest species and whether that species poses a threat to people, property or the environment.
4. When it is determined that a pesticide must be used, the least hazardous material will be chosen and applied in accordance with EPA registered label directions.
5. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. Such storage and any disposal of the pesticide shall be in accordance with EPA - registered label directions.
6. Staff, students and parents/guardians shall receive information about the District's Integrated Pest Management policy and procedures and notification of any upcoming pesticide treatments. Notice of upcoming pesticide treatments shall also be posted in areas designated by the Superintendent or his/her designee.
7. The following records shall be maintained at each school site:
 - a. Records of pesticide use at the site for a period of five years.
 - b. Pest surveillance data sheets that record the number of pests or other indicators of pest populations that verify the need for treatments.
8. Persons applying pesticides shall follow label precautions and shall be trained in the principles and practices of Integrated Pest Management (IPM). Sanitary measures shall

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be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides, and eliminate routine spraying.

9. Sanitary measures shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides and to eliminate routine spraying.
10. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide as defined in CGS 22a-47. Restricted use pesticides may be used only by certified applicators or under their direct supervision. *(Note: Restricted use pesticides, classified by the Federal Environmental Protection Agency or the DEP are those which may present a hazard to the applicator or other people by reason of acute dermal or inhalation toxicity or which may have an unreasonable adverse effect on the environment.)*
11. At the beginning of each school year, the Board of Education shall provide the staff of each school and the parents/guardians of each child enrolled in each school with written guidelines on how the integrated pest management plan is to be implemented and shall provide the parents or guardians of each child enrolled in each school with a statement that shall include a summary of the integrated pest management plan for the school. Such statements and descriptions shall also be provided to the parents/guardians of any child who transfers to a school during the school year.
12. The aforementioned required statement shall indicate to staff, parents and guardians that they may register for prior notice of school pesticide applications. Further, the emergency notification procedures to be used will be described.
13. Parents/guardians and staff may register for prior notice of pesticide applications. Each school shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, persons who have registered for prior notice shall be notified by any means practicable on or before the day that any application of pesticide is to take place at a school.
14. The aforementioned notice shall include the (1) name of the active ingredient of the pesticide to be applied, (2) location of the application, (3) date of application, (4) the name of the school administrator or his/her designee who may be contacted for further information.
15. No application of pesticide may be made in any building or on school grounds during regular school hours or during planned activities at the school except for an emergency application.
16. If an emergency application is necessary to eliminate an immediate threat to human health, such application shall not involve a restricted use pesticide and no child may enter

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the area of such application until it is safe to do so according to the provisions on the pesticide label.

17. In cases of an emergency application prior notice is not necessary except that on or before the day the application is to take place; prior notice is given to those persons who have previously requested such notice.
18. The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2010 except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools. Authorized applicators.
Exception, as amended by P.A. 09-56

10-231c Pesticide applications at schools without an integrated pest
management plan

22a-46. Short title: Connecticut Pesticide Control Act.

22a-54. Pesticide applicators, certification, classification, notice, fees,
reciprocity; financial responsibility; aircraft, tree, public employee
applicators.

22a-58. Records to be kept by distributors and applicators.

23-61b. Licensing for arboriculture; examination; fees; renewal;
suspension, revocation. Nonresidents. Records. Pesticides.

P.A. 09-56 An Act Concerning Pesticide Applications at Child Day Care
Centers and Schools

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code
136 et seq.

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

Finance Committee 3/9/15

Policy Committee 4/2/15

MINUTES

COMMITTEE MEMBERS PRESENT: Ms. Diane Crocco, Mr. Matthew Giglietti, Mr. John Grabowski, Mr. John Grasso, Mr. James Horwitz, Mr. Joseph Nuzzo and Mr. James Stirling.

COMMITTEE MEMBERS ABSENT: None.

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

Also present: Mrs. Ruth Natzel, Mr. Jim Leahy, Mr. William Blake (ex officio), Ms. Sue Cohen, Ms. Sheila McCreven and other members of the public.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, March 09, 2015 at 5:30 pm in the cafeteria at Amity High School.

1. **Call to Order:** Mr. Stirling called the meeting to order at 5:37 pm.
2. **Discussion and possible action on minutes.**
 - A. **Finance Committee meeting - February 11, 2015**

Motion by Mr. Giglietti, second by Ms. Crocco to accept the minutes as submitted

Ms. Crocco mentioned a correction that needs to be made; her name needs to be added to the list of committee members present.

(minutes for February 11, 2015 were corrected and re-submitted)

Vote unanimous (Mr. Horowitz and Mr. Grasso abstained)

Motion carried

3. **Public comment:** Mr. Leahy from Board of Finance in Orange stated that there is a 0.36% increase in grand list in Orange which is very small and leaves Orange with a budget shortfall of over \$2,000,000.00 and rising. The Finance Board in Orange considers the Amity budget increase excessive.

4. **Discussion and action on Superintendent's proposed 2015-2016 budget** - Dr. Dumais reported an enrollment change, a 2.5% increase, smaller increase than anticipate in number of students and in the budget. Amity's DRG groups averages a 3% increase. We have balanced the risk in the medial reserve fund and have re-evaluated this; we are currently under budget for 2015 (claims and fees for January and February 2015) by \$122,000. If this amount is applied to the budget and everything goes according to the budget for the year, Amity will be at 20% in the medical reserve fund by June 2016. Overall increase in the budget is now 1.86%, as opposed to 2.12% presented in February. Budget increases for the towns now stand at: Bethany \$236,000/2.57%, Orange \$643,000/2.95 %, Woodbridge \$261,000/1.97 %. Total member town allocation is 2.58% This information has just came to the superintendent today. Mr. Giglietti asked for an explanation of the origin of the \$122,000 figure and Mr. Levine explained that the claims for January and February trended down and it was decided to apply the \$122,000 to the 2015-2016 budget.

Motion by Mr. Horwitz, second by Mr. Giglietti to recommend the budget for Amity Regional District #5 as presented, gross amount of \$46,902,342 and net amount of \$45,348,694.

·Mr. Giglietti also agreed that this is a low increase and a good start.

Mr. Grasso stated it was a good start.

Mr. Horwitz commended Dr. Dumais for his hard work and effort in the budget process; there has been transparency and excellent communication in the process; he further stated that this is a sound and responsible budget that should be supported enthusiastically by the Committee.

Mr. Nuzzo commented that the budget is moving in the right direction.

Mr. Stirling reminded the committee about the research done regarding a 0% increase and what the actual cost and risk would be to the town, which is not good.

Dr. Dumais commended the finance team for their excellent work and said he is willing to look at cuts in other areas on the recommendation of others.

Vote 5 in favor, 1 opposed (Mr. Nuzzo)

Motion carried

5. Update on State administrative review of the School Lunch Program (enclosure) - Ms. Lumas updated the Committee on the review of the lunch program by the State Department of Education as required by the United States Department of Agriculture (USDA). A few recommendations for changes were made (in particular, to encourage more participation in the breakfast program) but overall the review was very good.

Dr. Dumais mentioned that the governor's proposed budget has the potential to impact the lunch program negatively by \$12,000 to \$15,000.

6. Discussion of monthly financial statements (enclosure) - Mr. Levine reported on these statements. He referred the Committee to page 1 of the packet regarding the MicroGrid. The number of \$370,000 for MicroGrid is a best guess/worst case number. Mr. Levine then referred the Committee to pages 19 and 20 and to read what is going on in terms of cost savings. The culture at Amity is changing in terms of cost savings led by Dr. Dumais and the staff is taking pride in this.

7. Director of Finance and Administration approved transfers under \$3,000. (enclosure, for information only)

8. Discussion and possible action on budget transfers of \$3,000 more (enclosure) – Budget transfer is needed to pay special education expenditures.

Motion by Mr. Nuzzo, second by Mr. Grasso, to make the budget transfer in the amount of \$7,425 from account number 04-12-6130-5560, tuition expense, to 04-12-6110-5560 tuition expense.

9. Discussion and possible action on new funding requests (enclosure) – Budget transfer is needed to pay for sanding and snow removal. Mr. Levine noted that this budget transfer of \$10,000 will be split between the high school and middle schools based on actual invoices.

Motion by Mr. Nuzzo, second by Ms. Crocco to make a budget transfer of \$10,000 from account number 05-15-0000-5850, contingency account to account number xx-14-2600-5420 repairs, maintenance and cleaning to pay for sanding and snow removal.

Vote unanimous

Motion carried

10. Other – Mr. Grasso mentioned he noticed a large heave on the right-hand side of the student parking lot and asked if this is in the budget to be repaired. Mr. Levine stated that this is in the budget to be repaired.

11. Adjournment

Motion by Mr. Giglietti, second by Mr. Grasso to adjourn at 6:15 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

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

COMMITTEE MEMBERS ABSENT: Ms. Sue Cohen (co-chair).

Staff members present: Dr. Charles Dumais.

Also present: Mrs. Ruth Natzel.

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on Tuesday, April 04, 2014 at 6:30 pm in the Presentation Room at the Amity District Offices.

1. **Call to Order:** Chairman Mr. Hurley called the meeting to order at 6:35 pm.
2. **Discussion and possible action on Policy 6146.1 (Class of 2019 and later)**
Dr. Dumais requested that this be delayed until the next meeting because Dr. Britton and Mr. Tracy were unable to be in attendance this evening.

Mr. Hurley requested that all those in favor of Mr. Dumais' request signify by saying aye.

Vote unanimous

Motion carried

3. **Discussion and possible action on Bylaw 9325(a).**

Bylaw 9325 was presented to the Committee with the proposed changes (attached). There was discussion about the proposed changes in bylaw 9325(a), numbers 1 through 5.

Mr. Browe arrived at 6:49 pm.

Number 3 was modified to read "The Board may, by a majority vote, decide to modify the amount of time allotted per item on the Agenda."

Modifications to number 5 were discussed.

Motion was made by Mr. Browe to amend number 5 with the insertion of "however, the Board will not respond with action during public comment..."

There was further discussion regarding number 5.

Motion was made by Ms. Gedansky to change number 5 to read "however, the Board will not respond with action during public comment but will take comments under advisement."

Motion was made by Ms. Crocco to accept bylaw 9325 (a) as amended.

Vote unanimous

Motion carried

4. **Adjourn**

Motion made by Ms. Crocco to adjourn at 6:59 pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk