

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

Dr. Charles Dumais
Superintendent of Schools

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AMITY REGIONAL BOARD OF EDUCATION

March 9, 2015

A regular meeting of the Amity Regional Board of Education will be held on Monday, March 9, 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 Plaques to Boys' Cross Country State Champions
4. Recognition of 2015 Superintendent's SCASA Award Recipients
5. Update on Adult & Continuing Education Program
6. Approval of Minutes
 - a. Special BOE Meeting, February 11, 2015 (Enclosure)
7. Public Comment
8. Student Report
9. Correspondence
10. Superintendent's Report
 - a. Personnel Report (Enclosure)
 - b. Other
11. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CAFE
 3. Curriculum
 4. Facilities
 - a. Discussion and Possible Action on Naming of Amity Facility
 - b. Facilities Dept. – Monthly Report, February 2015 (Enclosure)

5. Finance
 - a. Discussion and Action on Superintendent's Proposed 2015-2016 Budget
 - b. Update on State Administrative Review of the School Lunch Program
 - 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. Discussion and Possible Action on Policy 6146.1 (Enclosure)
7. Personnel

12. Items for the Next Agenda

13. 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.

MINUTES

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

BOARD MEMBERS ABSENT: Mr. Thomas Hurley

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

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

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, February 11, 2015 at 6:30 pm at Amity Middle School, Orange Campus.

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:35 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Approval of minutes.**
 - A. Regular BOE meeting, January 12, 2015

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

Vote unanimous (abstention Ms. Crocco)

Motion carried

4. **Public comment – none.**

Mr. Jim Leahy commented on the budget process, the budget itself, the budget increase and what the impact is on the town of Orange. Increase in the cost per student is \$20,069.

Mr. Blake mentioned the upcoming meetings with the Board of Finance from all three towns.

5. **Student Report –** Mr. George Grotheer gave an update on events at Amity High School over the past month. This past week was World Language week. Junior Statesmen of America (JSA) from Amity attended the national congress in Washington DC. The plan "Tarzan" will be performed in a month from now. The Music Department Annual Pops Concert theme was announced as "Back To The Future". Amity Unified Arts held their annual performance called "Amity Enchanted on February 5th". The deadline for resume submissions to participate in the Senior Service Leadership Program just passed by for May internships.

6. **Presentation of District Technology Plan – First reading (enclosures)** Presentation is attached. Mr. Derosa and Ms. Lassen presented the first reading of the technology report. The plan has to be revised every three years per state mandate. This year's state plan was exactly the same as the last one. The plan was updated to reflect the changes from IPass to PowerSchool. Ms. Lassen spoke about the grant that is available from the State of Connecticut for which she has applied. Should the grant be approved, the Board needs to be aware of the matching fund requirement which is already in the budget. Mr. Blake thanked Ms. Lassen and Mr. Derosa for coming.

7. **Discussion and possible action on 2015-2016 School Calendar (enclosure)** Mr. Dumais presented the calendar which is moving toward regionalization for 2016-2017. The goal is to build coherence K-12 with all three towns.

Motion by Ms. Crocco, second by Ms. Gedansky to approved the calendar as presented for 2015-2016.

Vote unanimous

Motion carried

8. Superintendent's report

A. Personnel Report – attached. Two retirements; a new head football coach hired.

B. Other – United Illuminating (UI) MicroGrid is moving along. There is a Facilities Committee meeting next week and UI will make a presentation. (see attached)

Mr. Dumais spent a week with a group called Headmasters in Philadelphia. The group meets once a year, only 100 members (75% private schools, 25% public).

Jill LaPlante will represent Amity on a state committee for teacher evaluation.

Amity received a \$10,000 assessment reduction grant. This is taking a critical look at student assessment and help to decrease the time involved.

Social Studies standards have been released and ACES has done training for the teachers.

Work is taking place on student success plans, required for grades 6 through 12.

Amity In Action is underway and will be delivered by the end of March or earlier.

Ms. Demaio asked about the number of senior internships; they have increased from 60 to 100 to 300 applications in the past three years. Internship lasts for 4 weeks starting after AP exams in May.

9. Chairman's Report - Mr. Blake commended Mr. Dumais for the good communication that has taken place regarding the recent rash of school cancellations and delays due to the weather.

A. Committee Reports

1. ACES – Ms. Cohen reported that the budget has been carefully looked at for savings.

2. CABA – Mr. Stirling reported that the CABA regional breakfast is tomorrow morning in Branford. Mr. Dumais will be meeting with representative Elizabeth Esty soon.

3. Curriculum

a. Discussion and possible action on textbook approval. Ms. McPadden explained how the textbooks were chosen. The math textbooks are now aligned from 8th grade through high school; a 7th grade text will follow and that will complete the alignment. Dr. Britton explained the new economics and American government courses. The text books for approval are the graphic novel course text, economics, American government, geometry, algebra I and algebra II.

Motion by Mr. Browe, second by Ms. Crocco to approve texts for graphic novel course text, economics, American government, geometry, algebra I and algebra II.

Vote unanimous

Motion carried

4. Facilities

a. Facilities Department – Monthly report, January 2015 (enclosure). Facilities Committee will meet on Wednesday February 18th at 5:30 pm at Amity District offices. There will be a presentation by UI regarding the MicroGrid. Consideration is being given to switching fluorescent lights out for LED bulbs. Mr. Saisa hopes to get a 40% rebate on the bulb switchout program.

5. Finance

a. Presentation and discussion of New England School Development Council (NESDEC) enrollment projection report. Mr. Dumais presented the attached enrollment projection report. Enrollment is declining but not nearly at the rate that was expected.

- b. Discussion and possible action on Superintendent's proposed 2015-2016 budget (enclosure). Mr. Blake stated that the Finance Committee agreed to wait until March 9th to take any action and make any recommendation based on input from the Committee and members of the community. Mr. Dumais highlighted the changes that are included in the memo. A glossary was added and upcoming meeting dates are listed at the end of the document.
- c. Discussion of monthly financial statements (enclosure).
- d. Director of Finance and Administration approved transfers under \$3,000.
- e. Discussion and possible action on new funding requests (enclosure).

Motion by Mr. Stirling, second by Ms. Cardozo to make the following budget transfer to pay for the installation of a gravel track at Amity Middle School, Bethany Campus: move \$9,860 from account 05-15-0000-5850 contingency account, to account 01-14-2600-5720 improvement to sites.

The need for a new gravel track is primarily a safety issue. Students are currently running in the parking lot. Mr. Stirling stated that the Finance Committee recommended approval of this unanimously.

Vote unanimous

Motion carried

6. Policy

- a. Discussion and possible action on Policy 6146.1 (enclosure). Second reading on the grading policy that was tabled from the January meeting.
- b. Second reading and possible vote – Policy 0521 (enclosure).
- c. Second reading and possible vote – Policy 3541 (enclosure).

Motion by Cohen, second by Ms. Crocco to approve Policy 0521 regarding discrimination as recommended by the Policy Committee (attached).

Some discussion followed and questions regarding the language of the policy were answered.

Vote unanimous

Motion carried

Motion by Ms. Cohen, second by Mr. Stirling to approve Policy 3541 regarding transportation as recommended by the Policy Committee (attached).

Mr. Dumais pointed out the changes that have been made in the policy and the clarification of language.

Vote unanimous

Motion carried

Policy 6146 - A motion made by Mr. Hurley and seconded by Mr. DeMaio to approve policy 6146.1 at the January 11, 2015 meeting was tabled. This motion was brought back to the floor at this time for continued discussion.

Mr. Dumais gave a history of the discussions and explanations that have taken place in previous meetings by the members of the staff and the Policy Committee regarding Policy 6146.1 and the proposed changes to grade reporting (attached).

There was a lengthy discussion involving all Board members with explanations by Mr. Dumais and Dr. Charles Britton regarding this policy, the changes that would be made to it and how the changes would be implemented. The revised policy is based on level 3; it does not include plus/minus for A+ and A and D and D-. Using the 20-point scale was re-visited and compared with the ones published from IPass; the numbers did not match. Mr. Dumais feels that the revised policy as attached minimizes the impact of the change.

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

Vote in favor: Mr. Browe, Ms. Gedansky, Ms. McCreven, Mr. Stirling and Ms. Cardozo

Vote opposed: Ms. Crocco, Ms. Cohen, Mr. Demaio, Ms. Lane-Russo, Ms. Horwitz and Mr. Blake.

Motion carried.

Motion not tabled.

Motion by Ms. Cohen, seconded by Ms. Crocco to approve amend policy 6146 to include only the policy designed for the current students, starting with the class of 2015-2016, 2016-2017, 2017-2018 and 2018-2019.

There was discussion on this question further

Vote in favor: Mr. Howitz, Ms. Cohen and Ms Crocco

Vote opposed: Mr. Demaio, Ms. McCreven, Ms. Cardozo,

Mr. Browe, Mr. Stirling, and Ms. Lane-Russo

MOTION DEFEATED

Chairman Blake stated that as a result the Board would vote on both portions of the policy, one for the classes of 2015 through 2018 and the class of 2019.

The tabled motion from the January 11, 2015 meeting made by Mr. Hurley, seconded by Mr. Demaio to approve the policy 6146.

There was further discussion among the Board members regarding whether or not they would vote in favor of or against the motion to approve the policy. The question was raised regarding the legality of the policy and whether the Board would be left open to a lawsuit. Board members asked if it was urgent that the Board vote on the policy tonight; Dr. Britton stated that the current Board policy would be followed until the policy was changed. An explanation needs to be given to students and parents regarding the change and the administration feels that it would be better to make one change and one explanation rather than doing it twice. It also gives Amity an opportunity to get in line with best practices and other schools, i.e., to move away from the 20-point scale. Mr. Stirling and Ms. McCreven would like the policy to go back to the Policy Committee; Ms. Cohen would vote in favor. Mr. Browe used the white board to explain his proposed scale factors to change to the new scale. Mr. Dumais can support this, but he wants the Board to realize that there will be some variation in the grades.

Mr. Horwitz asked Dr. Britton what his timeline is for sending out grades and how not voting for the policy change would affect grades for college applications. There was further discussion about ways to vote on and approve the policy this evening with provisions for the scale as proposed by Mr. Browe.

Vote opposed unanimous (one abstention, Ms. Cohen)

MOTION DEFEATED

7. Personnel – nothing to report.

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

11. Adjournment

Motion to adjourn at 9:25 pm by Mr. DeMaio, second by Ms. Gedansky.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

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



Charles S. Dumais
Superintendent of Schools

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February 9, 2015

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

New Hire(s):

Amity Reg. District Offices – Woodbridge: NONE

Amity Reg. High School – Woodbridge: NONE

Amity Reg. Middle School – Bethany: NONE

Amity Reg. Middle Schools – Orange: NONE

Coaches:

Amity Reg. High School – Woodbridge:

Michelle Shoop – Varsity Girls' Track
Diana DiGangi – Asst. Girls' Lacrosse
Sarah Wyant – Asst. Softball

Amity Reg. Middle Schools – Bethany / Orange: NONE

Leave(s) of Absence: NONE

Resignation(s):

Tom Corradino – Coach - Middle School Softball – Bethany Campus

Retirement(s):

CSD/pfc

February, 2015

Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

Facilities Department Monthly Report

Completed Projects:

- During a preventive maintenance checkup, Hungerford's found that the floats were in need of replacement in the sewage ejection pit at Amity Regional High School. A purchase order was issued and the work was completed.
- The required semi-annual life-safety code inspections were conducted at all three schools during the February winter recess.
- The parking lots at all three schools had become saturated with the large amounts of snow plowed to date. Our contractor brought in heavy equipment and moved the snow to other locations so there was room to plow more snow without losing parking spaces or making the access roads too narrow.
- The field house HVAC unit shut down during a February snow storm during the night. Our HVAC technician responded and reset the unit so the building did not freeze up. Our alarm notification system worked perfectly.
- Director of Facilities, Jim Saisa, facilitated a panel discussion at the National School Plant Managers Association Conference in South Carolina.
- One of the Amity Middle School, Bethany Campus, custodians announced his resignation effective March 14, 2015. The vacant position and consequent bidding and moving of custodians has been accomplished so there is a seamless transition effective March 16, 2015.
- The air handler that feeds the science wing at Amity Regional High School locked out. A motor bearing was replaced by in-house personnel from parts stock.

Projects in process:

- The tuckpointing repairs for Amity Regional High School are still in process. Inclement weather has slowed the progress. This 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.

Outstanding issues to be addressed:

- We are continuing work on a lighting retrofit project at Amity Regional High School that will include the house lights in the John J. Brady Center for the Performing Arts, the outside street lights, and replacing the T-8 fluorescent lighting with LED bulbs. We are presently counting the T-8 bulbs in all three schools to submit the project to the utility companies.

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

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



Terry Lumas
Assistant Director of Finance & Administration

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203.397.4801

To: Charles S. Damais, Superintendent of Schools
From: ~~Terry Lumas~~, Assistant Director of Finance & Administration
CC: Jack Levine, Director of Finance & Administration
Re: State Administrative Review of the School Lunch Program
Date: February 18, 2015

Overview:

Two members of the State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education visited Amity Regional School District No. 5 in late January and early February. The Administrative Review is a process where the State reviews our practices and procedures both in document form and actual service periods. Historically, this process was performed in a district every five years. The USDA and the State have revised both the timeframe and the scope of the review. These reviews will now take place every three years and are a much more comprehensive review.

There were two prerequisite off-site reviews which involved responding to questionnaires and submitting documentation last fall. Service records were reviewed for the month of December 2014. This is followed by a two day in house review which consisted of monitoring the breakfast operation at the high school, the lunch program at Bethany Middle School and reviewing all the required documentation for National School Lunch Program. The reviewers shared their findings in an exit interview before leaving the District. We are required to respond to certain action items by March 6, 2015.

General Findings:

- ***Meal Access and Reimbursement***
 - *5 applications were subject to verification based on changes in regulations*
 - *Clarification needed for electronic signature for online application with software company*
 - *Verification process was accurate and well documented*
 - *Meal counting and claiming were accurately done*
- ***Meal pattern and Nutritional Quality***
 - *There were no missing meal components*
 - *Breakfast production records for December did not indicate fruit or vegetable were served (though it was included). November and January were reviewed and accepted. Breakfast reimbursement for the review month is revoked (\$89) and the month of March is to be submitted to the State in April.*
 - *More training will be provided on production records.*
 - *Cashiers were well versed in the Offer vs. Serve procedures.*
 - *More signage for the breakfast meal is required*
- ***Resource Management - waived***
 - *A review of the District's records did not prompt a need for a Comprehensive Resource Management Review*

➤ **General Program Compliance**

- *The District was in compliance with the Healthy Food Certification requirements*
- *On-site monitoring was completed*
- *Civil Rights posters were properly displayed*
- *The District needs to perform additional monitoring of the food service company (new requirement). Visits will be completed by March 6th deadline.*
- *Food temperatures were logged, but a document review and update of food temperature procedures is needed.*
- *School Breakfast outreach needs to be expanded. Connecticut as whole ranks last in participation in the nation for the breakfast program. District needs to increase our outreach efforts.*
- *District must promote Summer Food Service Program in neighboring communities. District needs to increase our outreach efforts in notifying parents and students of summer feeding opportunities in other communities during the summer months.*
- *A separate review of the Wellness Policy and Procedures was conducted with recommendations provided. The USDA has slated Wellness Programs for an overhaul in 2015. The wellness review has been forwarded to the Wellness Committee.*

Additional comments from the reviewers:

“It is important to note that the staff at both the Bethany Middle School and Amity High School were very welcoming and accommodating. The food service staff had a good rapport with the students and the menu provided a variety of menu options for the students. We would like to thank all Region 5 staff for their commitment to serving healthy meals to all students.”

Response:

The required action items have been addressed and procedures modified where necessary. The response will be submitted to the State by the March 6, 2015 and April 6, 2015 deadlines.

**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	JAN '15 FORECAST	CHANGE INCR./ (DECR.)	FEB '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	FAV
2	OTHER REVENUE	286,607	212,494	217,521	4,967	222,488	9,994	FAV
3	OTHER STATE GRANTS	994,086	1,314,505	1,076,420	5,348	1,081,768	(232,737)	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	45,816,906	10,315	45,827,221	(220,641)	UNF
7	SALARIES	23,159,116	24,131,979	23,923,762	(47,278)	23,876,484	(255,495)	FAV
8	BENEFITS	5,788,195	5,689,365	5,692,638	(1,078)	5,691,560	2,195	UNF
9	PURCHASED SERVICES	6,443,930	7,875,010	7,619,100	(69,347)	7,549,753	(325,257)	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	3,048,177	10,000	3,058,177	33,033	UNF
12	EQUIPMENT	355,459	227,715	227,715	0	227,715	0	FAV
13	IMPROVEMENTS / CONTINGENCY	124,214	150,000	144,900	(10,000)	134,900	(15,100)	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	45,604,941	(117,703)	45,487,238	(560,624)	FAV
17	SUBTOTAL	284,719	0	211,965	128,018	339,983	339,983	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	61,965	128,018	189,983	189,983	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	JAN '15 FORECAST	CHANGE INCR./(DECR.)	FEB '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	0	32,500	0	FAV
9	TUITION REVENUE	124,814	72,985	74,425	0	74,425	1,440	FAV
10	TRANSPORTATION INCOME	90,409	72,573	74,876	4,967	79,843	7,270	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	286,607	212,494	217,521	4,967	222,488	9,994	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	994,086	1,314,505	1,076,420	5,348	1,081,768	(232,737)	UNF
15	OTHER STATE GRANTS	994,086	1,314,505	1,076,420	5,348	1,081,768	(232,737)	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	45,816,906	10,315	45,827,221	(220,641)	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	JAN '15 FORECAST	CHANGE INCR./(DECR.)	FEB '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	5111-CERTIFIED SALARIES	19,385,010	20,158,622	19,970,894	(52,295)	19,918,599	(240,023)	FAV
2	5112-CLASSIFIED SALARIES	3,774,106	3,973,357	3,952,868	5,017	3,957,885	(15,472)	FAV
3	SALARIES	23,159,116	24,131,979	23,923,762	(47,278)	23,876,484	(255,495)	FAV
4	5200-MEDICARE - ER	307,410	318,524	317,560	(628)	316,932	(1,592)	FAV
5	5210-FICA - ER	238,123	241,309	245,985	(486)	245,499	4,190	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	45,939	36	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	5,692,638	(1,078)	5,691,560	2,195	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	2,661,464	(37,824)	2,623,640	(85,249)	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	3,268,930	(31,523)	3,237,407	(245,108)	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	7,619,100	(69,347)	7,549,753	(325,257)	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	JAN '15 FORECAST	CHANGE INCR./(DECR.)	FEB '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
27	5830-INTEREST	1,603,406	1,515,163	1,515,163	0	1,515,163	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,441,674	3,285,000	3,285,000	0	3,285,000	0	FAV
29	DEBT SERVICE	5,045,080	4,800,163	4,800,163	0	4,800,163	0	FAV
30	5410-UTILITIES, EXCLUDING HEAT	699,878	845,900	867,933	0	867,933	22,033	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	707,616	689,279	689,279	10,000	699,279	10,000	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	0	110,430	0	FAV
35	5621-NATURAL GAS	99,670	95,000	96,000	0	96,000	1,000	UNF
36	5627-TRANSPORTATION SUPPLIES	175,474	186,836	186,836	0	186,836	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	93,517	15,551	15,551	0	15,551	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	20,791	23,082	23,082	0	23,082	0	FAV
39	5690-OTHER SUPPLIES	473,016	454,711	454,711	0	454,711	0	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,956,619	3,025,144	3,048,177	10,000	3,058,177	33,033	UNF
41	5730-EQUIPMENT - NEW	129,598	28,830	28,830	0	28,830	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	225,861	198,885	198,885	0	198,885	0	FAV
43	EQUIPMENT	355,459	227,715	227,715	0	227,715	0	FAV
44	5715-IMPROVEMENTS TO BUILDING	45,324	0	0	0	0	0	FAV
45	5720-IMPROVEMENTS TO SITES	78,890	0	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	(14,960)	(10,000)	(24,960)	(24,960)	FAV
48	IMPROVEMENTS / CONTINGENCY	124,214	150,000	144,900	(10,000)	134,900	(15,100)	FAV
49	5580-STAFF TRAVEL	24,890	21,068	21,068	0	21,068	0	FAV
50	5581-TRAVEL - CONFERENCES	20,219	27,389	27,389	0	27,389	0	FAV
51	5810-DUES & FEES	73,193	100,029	100,029	0	100,029	0	FAV
52	DUES AND FEES	118,302	148,486	148,486	0	148,486	0	FAV
53	5856-TRANSFER ACCOUNT	367,516	0	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	45,604,941	(117,703)	45,487,238	(560,624)	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**



FEBRUARY 2015

2014-2015 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is **\$189,983 FAV (previously \$61,965 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, medical claims and fees under budget (if this continues to be the case), and funding from the Contingency Account (if available) to pay for the heat exchanger.

Summary of Possible Sources of Funding for Heat Exchanger

<i>February 2015 Net Balance Forecast (Note 1)</i>	<i>\$189,983</i>
<i>January 2015 Claims & Fees Under Budget (Note 2)</i>	<i>\$83,638</i>
<i>Contingency Account (Note 3)</i>	<i><u>\$96,379</u></i>
<i>Estimated Cost (Note 4)</i>	<i>\$370,000</i>

Notes:

- 1. The net balance forecast is subject to change.***
- 2. Claims and fees for future months are assumed to be the same as budget. The proposed 2015-2016 budget assumes the Self-Insurance Reserve Fund will be \$908,448 on June 30, 2016, or a reserve to claims ratio of 20.0 percent.***
- 3. The current balance is \$125,040 if the budget transfer of \$10,000 for snow removal and sanding is approved.***
- 4. 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'	(\$99,002) FAV	We found out about 14 retirements and resignations <u>after</u> the budget was adopted. The budget assumed 5 retirements and resignations in all. There were 19 retirements and resignations. Three vacant positions are in the process of being replaced. The critical hiring time is always after the budget is adopted.
Special Education Transportation	(\$85,249) 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	<p>(\$245,108) FAV This favorable variance is partially offset by a reduction in Special Education Grants (Excess Costs)</p>	<ul style="list-style-type: none"> • Two previously outplaced students returned to the District this school year. • Changes in placements resulted in savings. • We budgeted for a 3 to 5 percent tuition increase. Two schools had no increase in their tuition. • One high cost school only increased 1 percent. We budgeted for a 3 percent increase. • The Step Forward Program at Gateway has 2 students attending. We budgeted for 4 students attending. • Our enrollment in Vo-Ag schools is down by more than one-half.

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$220,641 UNF** (previously \$230,956 UNF), which appears on page 2, column 6, line 22.

LINE 7 on Page 2: INVESTMENT INCOME:

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

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
June 2014	0.25 %	0.16 %
July 2014	0.25 %	0.16 %
August 2014	0.25 %	0.14 %
September 2014	0.23 %	0.14 %
October 2014	0.25 %	0.15 %
November 2014	0.25 %	0.15 %
December 2014	0.25 %	0.15%
January 2015	0.25 %	0.15%

LINE 9 on Page 2: TUITION REVENUE:

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

LINE 10 on Page 2: TRANSPORTATION INCOME:

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

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The State reimbursement rate for 2014-2015 is expected to be 79.6 percent compared to the budgeted reimbursement rate of 81.00 percent. The estimated decrease in revenues is \$20,138 UNF. In addition, the forecast of special education expenditures are lower than budget. The forecast is based on an estimate of expected grants based on projections of special education transportation and tuition and the State reimbursement rate. The forecast includes the Health and Welfare grant of \$360 FAV. 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 information from 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 \$560,624 FAV (previously \$442,921 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 (previously \$72,388 FAV).

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

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

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

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.

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	\$1,059,136	\$754,824	\$304,312 FAV
Reserve as Percent of Claims	25.5%	17.2%	8.3% FAV

Note: Actual claims and fees were \$83,638 FAV under budget. IF claims and fees for future months are the same as budget, these funds could be used to pay for the heat exchanger at Amity Regional High School. This would reduce the Self-Insurance Reserve Balance to \$908,448, or a reserve to claims ratio of 20.0 percent, as of June 30, 2016.

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 *\$85,249 FAV (previously \$47,425 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 *\$245,108 FAV (previously \$213,585 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 **\$163,142 FAV (previously \$131,619 FAV)**.

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

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

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

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

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

Degree days through January 2015 were 2,170 compared to degree days last year through the same time period of 2,504. Degree days are 13.3 percent lower than last year through January 2015. February 2015 was the coldest month on record in Connecticut.

ELECTRICITY (KILOWATT HOURS)

MONTH	2014-2015 ACTUAL/FORECAST	2014-2015 BUDGET	VARIANCE (FAV)/UNF	2013-2014 ACTUAL	2012-2013 ACTUAL
July	321,976	362,728	(40,752)	353,041	367,417
August	331,999	362,096	(30,097)	355,228	363,974
September	349,784	359,196	(9,412)	369,190	344,252
October	292,657	307,391	(14,734)	310,925	299,620
November	287,227	293,817	(6,590)	294,532	289,052
December	297,565	301,828	(4,263)	295,361	304,135
January	327,249	327,249	-	322,535	327,453
February	315,198	315,198	-	323,318	302,733
March	308,146	308,146	-	306,728	305,316
April	322,408	322,408	-	300,730	339,642
May	336,781	336,781	-	324,543	344,377
June	343,511	343,511	-	329,909	352,378
Totals	3,834,501	3,940,349	(105,848)	3,886,040	3,940,349

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

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

The budget for snow removal and sanding is \$59,745. *Year-to-date expenditures through March 2, 2015 are approximately \$70,000. We have requested a budget transfer of \$10,000 from the Contingency Account.*

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 February 17, 2015, we have taken delivery on 29,663 gallons of oil. If the cold snap continues we may need to go over the budgeted 36,000 gallons.

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 \$125,040.

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.

APPENDIX A

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

**Medical and Dental Insurance
2013-2014**

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

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

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

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

Notes:

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

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

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

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

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

DESCRIPTION	FORECAST	BUDGET	VARIANCE \$
Balance, June 30, 2014	\$929,397	\$754,824	\$174,573 FAV
Claims Variance	\$230,202 A	\$0	\$230,202 FAV
Fees Variance	\$16,499 B	\$0	\$16,499 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	\$1,059,136 F	\$754,824	\$304,312 FAV
Reserve as Percent of Claims	25.5% F	17.2%	8.3% FAV

Notes:

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

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

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

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

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

F: *Actual claims and fees were \$83,638 FAV under budget. IF claims and fees for future months are the same as budget, these funds could be used to pay for the heat exchanger at Amity Regional High School. This would reduce the Self-Insurance Reserve Balance to \$908,448, or a reserve to claims ratio of 20.0 percent, as of June 30, 2016.*

CURRENT EMPLOYEES' & RETIREES' CLAIMS

MONTH	2014-2015		VARIANCE (FAV)/UNF	2013-2014		2012-2013	
	ACTUAL/FORECAST	BUDGET		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	\$ 365,657	\$ 365,657	\$ -	\$ 238,891	\$ 241,012		
March	\$ 365,657	\$ 365,657	\$ -	\$ 368,088	\$ 251,862		
April	\$ 365,657	\$ 365,657	\$ -	\$ 374,121	\$ 314,479		
May	\$ 365,657	\$ 365,657	\$ -	\$ 314,836	\$ 309,373		
June	\$ 365,658	\$ 365,658	\$ -	\$ 315,712	\$ 425,303		
Totals	\$ 4,157,683	\$ 4,387,885	\$ (230,202)	\$ 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		VARIANCE (FAV)/UNF	2013-2014		2012-2013	
	ACTUAL/FORECAST	BUDGET		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	\$ 50,000	\$ 50,000	\$ -	\$ 43,730	\$ 59,882		
March	\$ 50,000	\$ 50,000	\$ -	\$ 33,847	\$ 38,761		
April	\$ 50,000	\$ 50,000	\$ -	\$ 30,543	\$ 38,478		
May	\$ 50,000	\$ 50,000	\$ -	\$ 41,930	\$ 38,389		
June	\$ 51,343	\$ 51,343	\$ -	\$ 41,781	\$ 38,159		
Totals	\$ 769,844	\$ 786,343	\$ (16,499)	\$ 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 envelop; 49.0 cents for postage). Year-to-date, we have paid approximately 29 percent of our vendors by EFT. The year-to-date savings is about \$172. Projected annual savings is \$938.
- Amity Regional High School received a \$25,000 grant from the Cable Advisory Council.
- Amity Regional High School sends out documents by e-mail prior to a meeting and shows the documents on a screen at a meeting. This saves the paper and time to print the handouts.
- Amity Middle School – Orange Campus will put all future editions of their new Students Newspaper online.
- A few years ago, the Adult Education Program set up a merchant services account for patrons to pay for classes. We have closed this account and are now using the MyPaymentsPlus system. The savings are approximately \$635 per year.
- The budget requests are being entered and verified by building staff. There is more detail being entered into the MUNIS budget module as backup information.
- The Technology Department is moving as many printers as possible onto a Xerox print management contract, which will save on ink and paper.
- The Technology Department is installing a print server to help control the printing in the District, which will save on ink and paper.

- The Athletic Department has added a section on PowerSchool to track athletes. This allows a direct uploading to the CIAC eligibility site, which saves about 4 hours of data input.
- An office in the Guidance Department at Amity Regional High School has had the temperature approach 90 degrees when the afternoon sun came around in both winter and summer. The design of the HVAC system is not adequate to control such a large thermal load. We had obtained a quote of \$15,000 to re-engineer the systems in that area. Another option was to install a small supplementary air conditioning system in that small office at a cost of \$4,000. We decided to try a reflective window film as studies have shown the film will reflect the majority of the heat away instead of allowing it to magnify through the window glass. It was installed at a cost of \$600. The results have been better than we expected. We solved a comfort problem for an employee at a fraction of the anticipated cost.
- The Athletic Director has been looking at the overtime related to holding winter athletic practices on weekends and holidays. Mr. Goodwin decided to save 11 hours of overtime by ending Saturday practices at 3:00 p.m. instead of 4:00 p.m. Although the savings are relatively small (\$375), the effort will continue to take a close hard look at scheduling. This will be done without adversely affecting the athletic program or the time necessary for teams to practice.
- The toilet paper product will be changed. We were finding the thin, single ply paper was shredding when being removed from the holder and those torn pieces were ending up on the floor. We need to be careful in the product we use, because we do not want students to clog the toilets with the paper. The Facilities Department believes we now have a better product. This suggestion came from a teacher at Amity Middle School – Bethany campus.

We continue to look for cost savings and efficiencies. Below are some additional examples:

- *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.*

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	03111010	5611 INSTRUCTIONAL SUPPLIES	\$ -800.00	purchase tables for library
July 2014	87	03132220	5730 EQUIPMENT - NEW	\$ 800.00	purchase tables for library
July 2014	89	03132220	5730 EQUIPMENT - NEW	\$ 300.00	desks for media center
July 2014	89	03111010	5611 INSTRUCTIONAL SUPPLIES	\$ -300.00	desks for media center
July 2014	90	03132220	5730 EQUIPMENT - NEW	\$ 800.00	tables/desks media specialists
July 2014	90	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ -800.00	tables/desks media specialists
August 2014	72	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	5730 EQUIPMENT - NEW	\$ 115.00	PURCHASE DVD CABINET AND TABLE
October 2014	67	03132220	5810 DUES & FEES	\$ -745.00	NOT ATTENDING CONFERENCE 14-15
October 2014	67	03132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 200.00	ADDITIONAL PERIODICALS
October 2014	67	03132220	5690 OTHER SUPPLIES	\$ 430.00	ADDITIONAL DATABASE
October 2014	84	01142600	5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ -561.00	replace snow blower
October 2014	84	01142600	5731 EQUIPMENT - REPLACEMENT	\$ 561.00	replace snow blower
October 2014	125	02132120	5690 OTHER SUPPLIES	\$ 178.00	TO PURCHASE OFFICE SUPPLIES
October 2014	125	02132120	5590 OTHER PURCHASED SERVICES	\$ -178.00	TO PURCHASE OFFICE SUPPLIES
October 2014	126	02132120	5590 OTHER PURCHASED SERVICES	\$ -15.00	FOR CONFERENCE/MEMBERSHIP
October 2014	126	02132120	5581 TRAVEL - CONFERENCES	\$ 15.00	FOR CONFERENCE/MEMBERSHIP
October 2014	132	03111011	5611 INSTRUCTIONAL SUPPLIES	\$ -266.00	tv/wall mount replacement
October 2014	132	05142350	5730 EQUIPMENT - NEW	\$ 266.00	tv/wall mount replacement
October 2014	192	03132120	5590 OTHER PURCHASED SERVICES	\$ -1,084.00	New AP French Textbooks
October 2014	192	03111006	5641 TEXTBOOKS	\$ 1,084.00	New AP French Textbooks
November 2014	16	03111006	5641 TEXTBOOKS	\$ 400.00	New french textbooks
November 2014	16	03111006	5810 DUES & FEES	\$ -400.00	New french textbooks
November 2014	31	04126110	5560 TUITION EXPENSE	\$ 2,380.00	TUITION - WHITNEY HIGH SCHOOL
November 2014	31	04126111	5560 TUITION EXPENSE	\$ -2,380.00	TUITION - WHITNEY HIGH SCHOOL
November 2014	67	05142350	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	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

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 2, 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	\$7,425	
04-12-6110-5560	Tuition Expense		\$7,425

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Bethany Orange Woodbridge
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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 2, 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 approximately \$70,000 on snow removal and sanding. The budget is \$59,745. The budget request of \$10,000 will pay outstanding bills. It is possible additional funding will be needed at a later time.

#1 – Move to make the following budget transfer of \$10,000 to pay for sanding and snow removal:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency Account	\$10,000	
xx-14-2600-5420	Repairs, Maintenance & Cleaning		\$10,000

Note: The budget transfer of \$10,000 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	<u>\$ 9,860</u>
Subtotal		\$135,040
March:	<i>Snow Removal and Sanding</i>	<u>\$ 10,000</u>
Balance		<i>\$125,040</i>

Instruction

Grading/Assessment Systems

For the Classes of 2015, 2016, 2017, and 2018, the following shall be used for calculation of weighted GPA (WGPA) and unweighted GPA (GPA).

Grade Point Average (GPA)

A Grade Point Average shall be implemented for the high school in accordance with the guidelines set forth and published annually in the high school parent/student handbook. Parents and students shall be advised annually, via the school's parent/student handbook, of this position and the specifics of the weighted grading program.

All courses are included in the weighted GPA and unweighted GPA with the exception of Physical Education, Health, Resource, Reading, Peer Mediation, and any pass/fail course.

Unweighted Grade Point Average (GPA)

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

Unweighted GPA Scale

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

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

Instruction

Grading/Assessment Systems

Weighted Grade Point Average (WGPA)

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

Level Description

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

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

Instruction
Grading/Assessment Systems

Weighted Grade Point Average Scale

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

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

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

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

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

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

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

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

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

Finance Committee	2/11/15
Facilities Committee	2/18/15
Policy Committee	2/24/15

MINUTES

COMMITTEE MEMBERS PRESENT: Mr. Matthew Giglietti, Mr. John Grabowski, Mr. Joseph Nuzzo and Mr. James Stirling.

COMMITTEE MEMBERS ABSENT: Mr. John Grasso and Mr. James Horwitz,

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

Also present: Mrs. Ruth Natzel, Mr. Jim Leahy, Mr. William Blake (ex officio), and Ms. Sue Cohen.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Wednesday, February 11, 2015 at 5:30 pm Amity Middle School, Orange Campus..

1. **Call to Order:** Mr. Giglietti called the meeting to order at 5:35 pm.

Since no quorum was available at this point (Mr. Stirling was on his way), Mr. Giglietti suggested that the Committee move to item 3, public comment.

3. **Public comment:** None

With no quorum yet available, the Committee moved to items, 5, 6, 7, and 9A.

5. **Presentation and discussion of New England School Development Council (NESDEC) enrollment projection report.** Mr. Dumais presented the attached enrollment projection report. Enrollment is declining but not nearly at the rate that was expected.

6. **Discussion of monthly financial statements –** Mr. Levine discussed the latest financials including the snow removal budget, medical benefits fund and special education are problematic. Mr. Levine pointed out a few other items of interest in the statements. New funding requests need to wait for a quorum to be present.

7. **Direction of Finance and Administration approved transfers under \$3,000. (In the packet, for information only)**

9. **Other**

- A. **Information on fourth quarter 2014 executive summary review of Amity Pension Fund, Sick and Severance Account and Other Post-employment Benefits (OPEB) Trust**

Mr. Levine passed out copies of the report and highlighted a few items.

At this point (5:45 p.m.) Mr. Stirling arrived. Since the Committee now had a quorum, they moved back to item 2 on the agenda.

2. **Discussion and possible action on minutes.**
 - A. **Finance Committee meeting - December 08, 2014**

Motion by John Grabowski, second by Ms. Crocco to approve the minutes of the December 08, 2014 meeting

Vote unanimous

Motion carried

B. Finance Committee meeting – January 05, 2015

Motion by Mr. Nuzzo, seconded by Mr. Grabowski to approve the minutes of the January 05, 2015 meeting.

Vote unanimous with (2 abstentions (Ms. Crocco and Mr. Grabowski)

Motion carried

4. Discussion and possible action on Superintendent's proposed 2015-2016 budget. Mr. Dumais updated the Committee regarding budget changes, recommendations since the initial presentation and answered questions that were raised by Committee members, Board members and members of the public. – see attached report. Mr. Stirling asked if Mr. Dumais would like a recommendation from the Committee tonight so that it can be presented at the Woodbridge Finance meeting as a recommendation from the Board. Discussion and comments were made regarding making a recommendation now or waiting until March 9th. Mr. Stirling, Mr. Leahy and Mr. Blake spoke to that and Mr. Levine also gave his view. The sense of the Committee was to wait until March 9th to make a recommendation to the full Board. Mr. Stirling commended the earlier time line and the effort that it took to produce that; having the budget earlier in the process gives a much better opportunity for discussion and feedback.

8. Discussion and possible action on new funding requests. Mr. Levine explained the need for installation of a gravel track at Amity Middle School, Bethany Campus (see attached). The track is necessary to alleviate the safety issue of students running in the parking lot or in other areas at school.

Motion by Mr. Grabowski and seconded by Ms. Crocco, to make the following budget transfer to pay for the installation of a gravel track at Amity Middle School, Bethany Campus: move \$9,860 from account 05-15-0000-5850 contingency account, to account 01-14-2600-5720 improvement to sites.

Vote unanimous

Motion carried

10. Adjourn

Mr. Grabowski moved to adjourn, seconded by Mr. Nuzzo, at 6:10 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

COMMITTEE MEMBERS PRESENT: Ms. Patricia Cardozo (co-chairwoman), Mr. Steve DeMaio, Ms. Sheila McCraven, Ms. Tracey Lane-Russo (co-chairwoman), Mr. Jim Stirling and Mr. William Blake (ex-officio).

COMMITTEE MEMBERS ABSENT: Ms. Rita Gedansky and Mr. John Grasso, Jr.

Staff members present: Mr. Charles Dumais, Mr. Jack Levine and Mr. Jim Saisa.

Also present: Mrs. Ruth Natzel, Ms. Ellen Scalettar (1st selectman, Woodbridge); representatives from United Illuminating: Mr. Thomas Judge, Mr. Michael Stein, Mr. Jim Mader, Mr. Tony Marrone and Mr. Bruce McDermott.

A meeting of the Facilities Committee of the Amity Regional Board of Education (BOE) was held on Wednesday, February 18, 2015 at 5:30 pm in the Presentation Room, at the Amity District Offices.

1. Call to Order: Co-Chairwoman Ms. Cardozo called the meeting to order at 5:45 pm.

2. Amity Fuel Cell/MicroGrid project presentation and discussion by United Illuminating (UI)
Mr. Dumais stated that the Town of Woodbridge had just signed the agreement for the MicroGrid with UI today. Mr. Mader began the presentation with Mr. Judge. This will be one of the first truly municipal MicroGrid projects in the country. The plan is to begin construction in June 2015 (see attached presentation documents). The presentation by UI lasted approximately 90 minutes.

3. Facilities update – Jim Saisa

Mr. Saisa gave the committee an update on the status of the facilities. There has been much snow removal along with some preventative maintenance on storm water ejection pumps.

4. Discussion and possible action on naming of Amity facility.

A request has been received to name the gym after Mr. Paul Mengold, the former athletic director and coach at Amity High School. There was much discussion regarding the precedent set with the naming of the performing arts center after former superintendent Dr. Brady, Amity's current policy regarding naming of facilities, and whether or not the committee would recommend this request to the full Board for consideration and possible approval.

After lengthy discussion a motion was made by Mr. Blake and seconded by Ms. Cardozo to recommend that the full Board consider the request to name the Amity High School gymnasium the Paul Mengold Gymnasium.

Vote: 4 in favor, 1 opposed (Mr. Stirling), 1 abstention (Ms. Lane-Russo)

Motion carried

5. Adjourn

Motion by Mr. Stirling, second by Ms. McCreven to adjourn at 8:15 p.m.

Unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

COMMITTEE MEMBERS PRESENT: Ms. Sue Cohen (co-chair), Ms. Diane Crocco, Ms. Sheila McCreven and Mr. William Blake (ex officio),

COMMITTEE MEMBERS ABSENT: Mr. Christopher Browe and Ms. Rita Gedansky, and Mr. Tom Hurley (co-chair).

Staff members present: Dr. Charles Dumais, Dr. Charles Britton and Mr. Frank Barretta (math department chairman)

Also present: Mrs. Ruth Natzel and Mr. Tom Handler (from Woodbridge).

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on Tuesday, February 24, 2014 at 5:30 pm in the Presentation Room at the Amity District Offices.

1. Call to Order: Chairman Ms. Cohen called the meeting to order at 5:40 pm.

Since a quorum was not yet present, Ms. Cohen asked that the Committee move to item 3.

3. Discussion and possible action on bylaw 9325.

Dr. Dumais gave some background information on Board of Education bylaw 9325 and he explained the changes in the attached document, indicated by black-lined text and new text.

Discussion was held regarding the changes made and other changes that might be necessary, particularly regarding line 5. Since there was no quorum at this point, Dr. Dumais will draft a bylaw for presentation at the next policy meeting based on the discussion that took place.

The Committee members in attendance asked Dr. Dumais, Dr. Britton and Mr. Barretta to proceed with their prepared presentation even though no quorum was present.

2. Continued discussion of Amity Board of Education policy 6146.1

Dr. Britton began the presentation of the most recent proposal for the change in policy 6146.1 (a). Mr. Barretta explained the comparison tables that he and Dr. Britton created that include the old 20-point scale and the proposed new scale.

Lengthy discussion took place regarding the challenge of going from the current policy to the new one with minimum impact on the students. Questions were asked regarding the process of calculating the grades for the classes of 2015, 2016, 2017 and 2018. Mr. Handler was invited to speak and he made a few observations and asked a few questions.

Discussion continued regarding GPA, weighted GPA, QPA and the current policy versus the now- several new proposals, when the change should be made, and the timeline constraint that the administration is currently under to produce these grades.

Ms. McCreven left the meeting at 7:15 p.m.

Further discussion ensued between all those present. Dr. Dumais stated that GPA and QPA are not related in our current system. Mr. Blake asked what the consequences would be if the Board did not pass the policy at the next meeting. Dr. Britton answered that current policy would be followed until a new one is passed, but that the new policy would need to be in place by June 2015. Dr. Dumais, Dr. Britton and Mr. Barretta agree that the figures presented this evening are as close to a linear progression as can be attained.

The Committee members present suggested that Dr. Dumais and Dr. Britton develop the following option for the full Board:

Make the change to a GPA running from 4.3 to .7 (from A+ to D-),with either a .3 or .4 difference between each grade and keep the value-add for weighted GPA for 2015, 2016, 2017 and 2018, with a true linear calculation to be in place for 2019 and that the change be implemented immediately .

Meeting was closed by Ms. Cohen at 7:40 p.m..

Respectfully submitted,

Ruth E. Natzel, Recording Clerk