

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

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*Michael R. Nast*

*Interim Superintendent of Schools*

**PLEASE POST**

**PLEASE POST**

**AMITY REGIONAL BOARD OF EDUCATION**

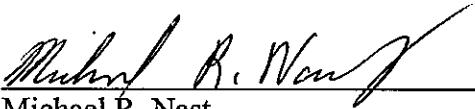
*November 11, 2013*

A regular meeting of the Amity Regional Board of Education will be held on Monday, November 11, 2013, at 6:30 p.m., in the cafeteria at Amity Regional High School.

**Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Recognition of CAPSS (Connecticut Association of Public School Superintendents) Award Recipients
4. Recognition of National Merit Scholar Program Semi-Finalists and Commended Students
5. Approval of Minutes
  - a. Regular BOE Meeting, October 21, 2013 (Enclosure)
6. Public Comment
7. Student Report
8. Superintendent's Report
  - a. Personnel Report (Enclosure)
  - b. Other
    1. Budget
    2. Evaluation
    3. Power School
    4. Black Box Theater
  - c. Discussion on Parent/Teacher Conferences
  - d. MicroGrid Project

- 9. Chairman's Report
    - a. Committee Reports
      - 1. ACES
      - 2. CABE
      - 3. Curriculum
      - 4. Facilities
      - 5. Finance
        - a. Update on 2014-2015 Budget
        - b. Discussion and Possible Action on Contract of \$35,000 or More
        - 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. Presentation of Amity Audit Status Report
      - 6. Policy
      - 7. Personnel
10. Items for the Next Agenda
11. Adjournment

  
 Michael R. Nast  
 Interim Superintendent of Schools

MRN/kfw  
 pc: Town Clerks: Bethany  
 Orange  
 Woodbridge

**PLEASE POST**

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**Working to "enable every Amity student to become a life-long 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

**AMITY BOARD MEMBERS PRESENT:** William Blake, Christopher Browe, Patricia Cardozo, Sue Cohen, Steven DeMaio, Rita Gedansky, James Horwitz, Thomas Hurley, Tracey Lane Russo, James Stirling

**AMITY BOARD MEMBERS ABSENT:** Julie Altman, Diane Crocco, John A. Grasso, Jr.

**Staff Members Present:** Charles Britton, Richard Dellinger, Kathleen Fuller Cutler, Jack Levine, Marianne Lippard, Marie McPadden, Paul Mengold, Michael Nast, Mary Raiola, Jim Saisa

**Also Present:** Patrick Dudley; other members of the Public

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A regular meeting of the Amity Regional Board of Education was held on Monday, October 21, 2013, at 6:30 p.m., in the Media Center at Amity Middle School, Bethany Campus.

1. **Call to Order:** William Blake called the meeting to order at 6:39 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Approval of Minutes**
  - a. Regular BOE Meeting, September 9, 2013  
*Motion to approve the minutes as presented* (Mr. Hurley, 2d Ms. Gedansky).  
*Vote in favor unanimous.* *Motion passed.*
4. **Update/PowerSchool**

Mr. Nast said that the implementation of Powerschool is a crucial initiative for the team. We are looking to transfer data. By December, we would like to have everyone trained. An aggressive timeline has been set. It's a lot of work and a big transition. At each Board meeting, there will be an update. We will have one employee at Central Office dedicated to focusing on Powerschool. Mr. Nast added that we are on target with implementation and staff members are currently taking part in online training. Powerschool is supposed to be easier to use for both teachers and parents than the current program. Dr. Britton noted that implementation involves ensuring that fields match up perfectly within the program.
5. **Report on Adult and Continuing Education**

Mr. Nast noted that at this point, enrollment is declining. We are exploring the reasons for the decline. Adult education offers excellent opportunities,

particularly for senior citizens. Registrations are down and the course offerings are down. This past year, we lost \$26,000, so we aren't making money on this program, although we should be.

Ms. Russo noted that it is hard to understand the reasons for the declining enrollment.

Mr. Levine said that the program isn't charged for electricity. Occasionally, a custodian is paid for service for a Sunday class. We only charge a \$3,000 stipend for an administrative assistant who helps with the program.

The summer theater program costs between \$700 and \$800 per student. Not many students are participating. A survey was conducted and the community members seem to prefer taking classes during the day. Mr. Nast said that he has 179 responses to the online survey at this point. There were 80 different recommendations for classes to offer.

Mr. Nast noted that adult education programs seem to be popular in some other communities, such as Milford and Hamden. We might want to see what is offered in other communities.

Mr. Hurley noted that when we saw that we were losing money, steps were taken to see that we could break even. Now we are seeing a significant decline in enrollment. The changes that were made probably were not good.

Mr. Blake said that people may be choosing to spend their time differently. There are many choices now that weren't always available. While the brochure and registration are online, many people still prefer to receive a brochure at home.

Mr. Stirling noted that the program should be self-supporting.

Mr. Nast agreed. He noted that the surveys are in the packets. Answers to the questions tended to be random. The director of the program receives a stipend and only has one class hour to work on this.

Mr. Blake questioned whether the secretary's time is built into the cost of the program. Mr. Nash said that it is not.

Ms. Russo said that it might make sense to reach out to other towns to collaborate and see what they've been doing.

Ms. Cohen posed the question of whether we should go forward this semester even though there might be a loss.

Mr. Nast said that we could stop and look at what we're doing, but it would be hard to stop and then have to start from scratch. If we stop, we could lose everything that has been built up.

Mr. Levine noted that there is \$93,000 in the reserve fund. Mr. Blake noted that the adult education program is funded through the end of the fiscal year. In the next five months, we will decide how to proceed.

Ms. Cohen noted that if the theater program is self-supporting, she would like to see it run.

**6. Discussion and Possible Action on 2014 Board of Education Meeting Calendar**

*Motion to approve the 2014 Board of Education Meeting Calendar (Mr. Hurley, 2d Mr. Horwitz).*

*Vote in favor unanimous.*

*Motion passed.*

**7. Public Comment**

No members of the public addressed the Board.

**8. Student Report**

Patrick Dudley, student government representative, said that PLAN testing recently took place. During testing, the freshmen took part in an event coordinated by the Link Crew. An American Red Cross blood drive, coordinated by the National Honor Society, will take place on Monday, October 28<sup>th</sup>. In order to participate, students must be at least 17 years old and meet height and weight requirements. The National Art Honor Society is planning an event on Thursday, November 21<sup>st</sup> to benefit a local soup kitchen. Preparations for Music in Motion are underway. Tickets will be \$10.00. Patrick noted that the Girls' Volleyball team celebrated a victory over the weekend.

**9. Superintendent's Report**

**a. District Goals**

Mr. Nast noted that the areas that are highlighted are the changes that have been made for the 2012/2014 cycle. The goals continue along the same path, which makes sense during this transition period.

*Motion to accept the goals (Mr. Hurley, 2d Ms. Gedansky).*

*Discussion:* Enrollment was discussed. Ms. Russo noted that this is an important issue to address. Mr. Nast said that he would like to get a date. Mr. Levine noted that enrollment data will be available soon. Dr. Brady felt that we should wait for a new superintendent. The process starts in December.

*Vote in favor unanimous.*

*Motion passed.*

**b. Update – Evaluation Model**

Mr. Nast said that work on the new evaluation model continues. The feedback from a recent staff development workshop was very positive. We

are asking for a great deal from our staff. The styles and priorities have shifted. Part of the evaluation process has to do with student success on standardized tests.

Ms. Fuller-Cutler said that the energy is focused and we have the opportunity to look at the data and think about the goal setting process.

Mr. DeMaio said that it sounds like the workshop was a huge success. He asked if there are any more planned.

Mr. Nast said that nothing has been set up yet. This is about eliminating and alleviating anxiety about the evaluation process. The creativity is being lost. It's not helpful to have teachers feel intense pressure every day.

Dr. McPadden said that this is somewhat like building the plan while flying the plane. Districts were allowed to apply for a waiver. Districts can administer the CMT or the other test, or both. At the high school level, districts can administer the CAPT in tenth grade, or the CAPT and another assessment test. We sent in the waiver form on October 15<sup>th</sup>. We have full support from the teacher evaluation committee. We have applied to take the new online test. Test results will not be tied into the teacher evaluation. Training took place over the summer.

Ms. Cohen noted that the waiver is helping the State and the districts.

It was noted that the results will be available in mid-November. Tenth graders are tested in science with the CAPT.

Mr. Blake noted that Amity students do very well on standardized tests and go on to succeed.

**c. 2014-2015 Budget Update**

Mr. Nast said that the budget process has been started. The administration is looking at the numbers and the facilities. Some items that have been removed from the budget every year will probably be returning. Our insurance costs are higher at this point.

**d. Financial Report**

This was discussed under 9C.

**e. Recognitions – Student/Staff**

Dr. McPadden was nominated by CAPSS for special recognition.

**f. Update – Facilities**

In terms of the facilities, we need to ensure that we are solving any existing environmental problems. The police chief will be touring the High School and more cameras may be needed.

**g. Personnel Report**

It was noted that Orange Middle School Assistant Principal Vi Gibbons is retiring as of December 30, 2013, but she will stay until June. Mr. Hurley said that Ms. Gibbons will be missed.

**h. Other**

At the next meeting, we will tour the Black Box Theater. By December, we should have our air handler. The lockers at the middle school in Bethany are in place.

**10. Chairman's Report**

**a. Committee Reports**

1. ACES – Sue Cohen noted that Gred Edmondson is retiring. Regional coordinated calendars are being proposed.
2. CABE – Mr. Stirling provided a number of dates for events in November. He recommended that interested Board members contact Karen Wade.
3. Curriculum – The next meeting will take place on Thursday, November 7, 2013.
4. Facilities – No meeting is scheduled at this time.
5. Finance

**a. Distribution of October 1 Enrollment Report**

The report shows that there are 18 additional students in Bethany and 18 less in Orange; Woodbridge has two more students. Ms. Cohen noted that there are a large number of houses for sale in Orange. Mr. Stirling said that it would be interesting to see a study.

**b. Discussion and Possible Action on Designating Interim Superintendent as Authorized Signer of ED-099 Agreement for Child Nutrition Programs**

Mr. Nast noted that this action is needed so that the District can get grants.

*Move to authorize Michael R. Nast, Interim Superintendent of Schools, to sign on behalf of the Amity Regional School District No. 5, as an Authorized Signer of the ED-099 Agreement for Child Nutrition Programs (Mr. Stirling, 2d Mr. Hurley).*

*Vote in favor unanimous.*

*Motion passed.*

**c. Update on Contract of \$35,000 or More**

Mr. Levine said that the bid for the air handler came in significantly more than what had been projected.

**d. Discussion of Monthly Financial Statements**

Mr. Levine noted that the insurance claims have been quite high, higher than last year. An analysis showed that nearly \$100,000 relates to one person. Terry Lumas said that money can be taken out of the OPEB Trust and that will help with the reserve. We are watching the claims. Mr. Stirling noted that there will be good and bad months.

**e. Director of Finance and Administration Approved Transfers Under \$3,000**

There was no discussion.

f. Discussion and Possible Action on Budget Transfers of \$3,000 or More

In a 10/7/13 memo from Mr. Levine to Mr. Nast, four budget transfers are recommended.

*Motion to approve budget transfers, combining the first three items listed in the memo dated 10/7/13 (Mr. Stirling, 2d Ms. Russo).*

*Discussion:*

Mr. Nast and Mr. Levine noted that the indoor air quality at the Middle School in Orange was tested. Staff had been concerned about the air quality and it was important to show that the school building was safe. More than \$7,500 was spent on these tests. Dehumidifiers also helped improve the air quality at the school, as did the change in the weather.

*Vote in favor unanimous.*

*Motion passed.*

Indoor Air Quality Issues at Orange Middle School

Over the Labor Day weekend and the Opening Day of school, we had extreme humidity. During the first week of school, Principal Kathleen Fuller-Cutler reported that there was mold in the Nurse's Office and a white, 'dust' material in the computer lab. Upon visual inspection, we noticed mold growth under the lab tables, cork bulletin board, and other areas. For health and safety reasons, Fuss & O'Neill performed air quality testing at a total cost of \$7,680. In addition, we purchased dehumidifiers for \$3,087.33.

Due to the successful over seeding, fertilizing, and aerating of Stadium Field and the really wet spring, the field is in great shape and the re-sodding won't be necessary. The budget of \$15,000 for the re-sodding won't be used. We would like to use a portion of these funds to cover the costs of the air quality testing and dehumidifiers.

Mr. Levine noted that the dehumidifiers and the change in the weather have really helped.

*Move to recommend making the following budget transfer to cover the costs of the air quality testing and purchase of dehumidifiers (Mr. Stirling, 2d Mr. Browe).*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-14-2600-5720	Improvement to Sites	\$10,767	
05-14-2600-5420	Repairs, Maint. & Cleaning		\$7,680
02-14-2600-5613	Maint./Custodial Supplies		\$3,087



*Vote in favor unanimous.*

*Motion passed.*

Special Education Transportation

A budget transfer is needed to cover the cost of special education transportation.

*Move to make the following budget transfer to cover the costs of special education transportation (Mr. Stirling, 2d Mr. Browe):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
04-12-6110-5510	Pupil Transportation	\$12,425	
05-14-2700-5512	Pupil Transportation		\$12,425

*Vote in favor unanimous.*

*Motion passed.*

ACES Consortium Membership

ACES Consortium membership is July 1, 2013 through June 30, 2014. The pricing for participation was not released by ACES until summer 2013. Last year, due to the lateness of planning by the consortium, we requested a budget transfer to cover the funds of participation. After participating for the past two years, we were unsure of the direction of the consortium and whether or not the focus would change for the 2013-2014 school year. The focus has changed to include workshops for English Language Arts (ELA) and math, but also for science and social studies teachers this year. Although we are anxious to continue our membership, the fees have increased significantly. We were able to have twelve participants last year. This year, due to the increase in cost participation, we will secure four slots. We would like to cover the costs for the ACES Consortium membership with curriculum writing money left over from summer 2013.

*Move to make the following budget transfer to cover the participation fee for ACES Consortium membership from July 1, 2013 through June 30, 2014 (Mr. Stirling, 2d Mr. Browe):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-13-2212-5111	Certified Salaries	\$8,000	
05-13-2212-5322	Instruct. Pgm. Improvemt.		\$8,000

*Discussion:*

*Vote in favor unanimous.*

*Motion passed.*

Netting Systems for Baseball/Softball Fields

Last fiscal year, we bid and awarded the purchase and installation of netting systems for the baseball and softball fields at the High School for \$28,770.75 (including 225 feet of netting for the baseball field and 40 feet of netting for

the softball field) to The Frankson Fence Company of North Haven, CT. Athletic Director Paul Mengold initially thought 40 feet would be sufficient for the softball field; however, two incidents of a ball going out of the playing area beyond 40 feet, caused him to recommend the purchase of an additional 40 feet of netting for the softball field at a cost of \$4,990 (negotiated down from \$5,895). The additional costs would be paid out of the Athletic Department's budget by reducing the amount designated for repairs to the fencing and backstops of existing fields by \$3,000; reducing the amount of repairs to the portable lights by \$1,000; and reducing the amount of stone dust for the softball and baseball practice areas by \$1,000.

*Move to make the following budget transfer of \$4,990 to purchase an additional 40 feet of netting from The Frankson Fence Company (Mr. Stirling, 2d Mr. Browe):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
03-11-3202-5420	Repairs – Maint. & Cleaning	\$4,990	
03-14-2600-5720	Improvements to Sites		\$4,990

*Discussion:*

Ms. Cohen noted that there would be a lot of liability without the additional netting.

Mr. Horwitz said that people are told not to park close to the fields. He would rather see this money go towards something to benefit the students. Signs, common sense, ropes, and cones can accomplish the same objective.

Mr. Mengold said that he is concerned about spectators at the tennis courts. Someone can get hit; no one has yet.

Ms. Russo said that with parking spaces available near the field, it is almost like an invitation for someone to park in the area.

Mr. Hurley questioned how the quantity of netting was determined.

Mr. Mengold said that he felt this quantity would offer appropriate protection.

Vote in favor: Christopher Browe, Patricia Cardozo, Sue Cohen, Steven DeMaio, Rita Gedansky, Thomas Hurley, Tracey Lane Russo, James Stirling

Vote opposed: James Horwitz

Abstain: none

Motion passed.

g. Discussion and Possible Action on New Funding Request

In a 10/4/13 memo from Mr. Levine to Mr. Nast, an evaluation of the Orange Middle School HVAC system is recommended. Mr. Levine

recommends hiring vanZelm Engineers for the evaluation. The study would look into the causes of humidity issues and propose modifications to the operation of the HVAC systems to solve the problem.

*Move to make the following budget transfer of \$12,000 to pay vanZelm Engineers of Farmington, CT, to provide engineering services to evaluate the HVAC systems at Orange Middle School (Ms. Cohen, 2d Ms. Gedansky):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5850	Contingency Account	\$12,000	
05-14-2310-5330	Other Prof. & Tech. Svcs.		\$12,000

Discussion: Mr. Nast said that he would like to pursue the study to prevent future problems, as there will be humid days. Mr. Stirling noted that this expenditure was approved unanimously by the Amity Finance Committee.

*Vote in favor unanimous.*

*Motion passed.*

h. Presentation of Amity Audit Status Report

Mr. Levine reported that the superintendent's code was submitted late. This will be noted on the audit report. This will not have any effect on the report itself. He apologized for the error.

i. Update on Facilities Projects

There was nothing new to report at this time.

6. Policy – There is no meeting planned at this time.

7. Personnel – A meeting took place to begin the process with an administrator.

**11. Items for the Next Agenda**

Mr. Blake noted that members of the Board could contact him or Mr. Nast with any additions to the agenda.

**12. Adjournment**

*Motion to adjourn the meeting at 8:36 p.m. (Ms. Gedansky, 2d Mr. Stirling).*

*Motion passed; meeting adjourned.*

Respectfully submitted,

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Marianne Lippard, recording clerk  
Rita Gedansky, secretary

**References/Attachments:**

**Minutes:**

Amity Finance Committee, September 9, 2013  
Board of Education, September 9, 2013

**Reports:**

Amity Regional School District No. 5 Revenues and Expenditures  
for FY 2013-2014

Amity Regional School District No. 5, Year-to-Date Budget  
Report, 10/2/13

**Memos:**

Amity Regional School District No. 5 Budget Transfers

Jack B. Levine to Michael R. Nast (9/27/13) re: ED-099

Agreement for Child Nutrition Programs

Jack B. Levine to Michael R. Nast (10/4/13) re: New Funding  
Requests for Fiscal Year

Jack B. Levine to Michael R. Nast (10/7/13) re: Budget Transfers  
of \$3,000 or More for Fiscal Year 2013-2014

Jack B. Levine to Michael Nast (10/3/13) re: Award of Contracts  
of \$35,000 or More

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



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*Mr. Michael Nast*  
*Interim Superintendent of Schools*

*michael.nast@reg5.k12.ct.us*  
*phone: (203) 392-2106*  
*Fax: (203) 397-4864*

November 11, 2013

**To: Members of the Board of Education**  
**From: Michael Nast, Interim Superintendent of Schools**  
**Re: Personnel Report**

**New Hire(s):**

**Amity Reg. District Offices – Woodbridge - NONE**

**Amity Reg. High School – Woodbridge - NONE**

**Amity Reg. Middle Schools – Orange - NONE**

**Amity Reg. Middle School – Bethany - NONE**

**Coaches:**

**Amity Reg. High School – Woodbridge**

**Amity Reg. Middle Schools – Bethany / Orange**

Donna Young – MS Girls Basketball – Bethany Campus

**Resignation(s):**

Jeff Syrop – Coach – Asst. Varsity Boys' Swimming – Amity Reg. High School

**Retirement(s): NONE**

MRN/pfc


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



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*Mr. Michael R. Nast*  
*Interim Superintendent of Schools*

To: Members of the Amity Finance Committee and Board of Education

From: Michael R. Nast, Interim Superintendent of Schools 

Re: Update on 2014-2015 Budget

Date: November 4, 2013

As I reported last month, we have been working on the 2014-2015 Budget. I have scheduled budget meetings with my administrative team, and we will be discussing the budget requests in detail. I then plan to meet with the Technology Committee, Board's Curriculum and Facilities Committees in December before I send out my proposed 2014-2015 Budget in mid-January for your review.

Last month, I provided the enrollment report for October 1, 2013. The Average Daily Membership will be used to allocate the Member Town Allocations in the 2014-2015 Budget:

**Average Daily Membership**

	<b>Bethany</b>	<b>Orange</b>	<b>Woodbridge</b>	<b>Total</b>
October 2013	492	1,163	708	2,363
October 2012	474	1,181	710	2,365
Net Change	18	(18)	(2)	(2)
Fiscal Year 2014-2015	20.821%	49.217%	29.962%	100.000%
Fiscal Year 2013-2014	20.042%	49.937%	30.021%	100.000%
Net Change	0.779%	(0.720%)	(0.059%)	

We will have a number of challenges in putting together the budget. I thought I would provide you with a brief recap of some of the 'built-in' cost drivers:

1. Salaries for current staff are estimated to increase by **\$665,249 UNF**;
2. Medical and dental insurance, including OPEB Trust, is estimated to increase by **\$748,907 UNF**; and
3. Special education transportation and tuition are projected to increase by **\$622,196 UNF**.

At this point, the only identified budget balancer is a decrease in Debt Service of **\$113,516 FAV**.

I intend to submit a budget, which will continue the high quality education expected by our community and provide us with the necessary resources to meet Board Goals and State mandates. I will, of course, be mindful of the impact on taxpayers and try to present a reasonable budget.

This is still very early in the process so there is a lot of work that needs to be done. I will be seeking your input and keeping you informed.

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



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*Jack B. Levine*  
*Director of Finance and Administration*  
[jack.levine@reg5.k12.ct.us](mailto:jack.levine@reg5.k12.ct.us)

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*Fax (203) 397-4864*

To: Michael Nast, Interim Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Contract of \$35,000 or More - Copier Proposal  
Date: October 16, 2013

Back in the fall of 2009, the Amity Regional School District No. 5 and Xerox Corporation entered into a 60 month lease agreement utilizing the CREC/PEPPM Bid Contract Award to procure its current copier fleet. The CREC/PEPPM Bid Contract Award continues to be available to all school districts in the state of Connecticut and the Xerox proposal was developed using the pricing from that award. This would meet the Board's purchasing policy.

As of December 31, 2013, the school district will be at month 48 of its 60 month lease plan for 25 Xerox copiers. These units are on an all inclusive pool plan. The current cost for all 25 Xerox copiers is \$140,315.52 per year. The school district has the opportunity to take advantage of a Xerox yearend sales promotion in which we can upgrade all 25 of the existing Xerox fleet copiers at an annual cost of \$139,762.56 per year, or \$552.96 less than we are currently paying.

The Xerox proposal requires the installation of the new Xerox equipment on or before December 31, 2013. The implementation includes Xerox picking up in trade all the existing Xerox equipment. All equipment will be delivered free of charge, excluding excess rigging, if necessary. All equipment is covered by the Xerox Total Satisfaction Guarantee.

The upgrade will provide the following highlights:

1. The current five year lease agreement will be extended from the remaining one year to five years. The total annual cost of the new lease would be \$552.96 less than the current lease.
2. The current pool plan includes 641,389 copies/prints per month and the excess is \$0.0066 per copy/print. The proposed new pool plan will include 648,886 copies/prints per month (compared to the district's last 12 months average volume of 637,153 copies/prints per month) and the excess rate will be reduced to \$0.0049 per copy/print.



3. All the equipment will be new and each location's machine will be configured the same or with additional capabilities as what they now have.
4. The proposal provides the opportunity for paper cost savings, as all units will be equipped with two sided copying and printing in order to maximize paper usage. Also, the networking allows for desktop computers to print to a Xerox copier, which can save on toner cartridges.

I would like to ask the Amity Finance Committee to recommend to the Amity Board of Education that you or I be authorized to sign the new lease agreement. I, therefore, recommend the adoption of the following motion:

**Motion: To authorize the Superintendent of Schools or Director of Finance and Administration to sign a 60 month lease agreement with Xerox Corporation for \$11,646.88 per month, or \$139,762.56 per year, for 25 copiers.**

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2013-2014

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2012-2013 UNAUDITED	2013-2014 BUDGET	SEP '13 FORECAST	CHANGE INCR./ (DECR.)	OCT '13 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	MEMBER TOWN ALLOCATIONS	41,627,220	43,260,053	43,260,053	0	43,260,053	0	FAV
2	OTHER REVENUE	234,264	218,032	276,893	(656)	276,237	58,205	FAV
3	OTHER STATE GRANTS	765,581	876,597	630,694	0	630,694	(245,903)	UNF
4	MISCELLANEOUS INCOME	406,499	56,000	47,403	0	47,403	(8,597)	UNF
5	BUILDING RENOVATION GRANTS	286,347	67,773	67,773	0	67,773	0	FAV
6	TOTAL REVENUES	43,319,911	44,478,455	44,282,816	(656)	44,282,160	(196,295)	UNF
7	SALARIES	22,915,705	23,516,038	23,400,101	725	23,400,826	(115,212)	FAV
8	BENEFITS	5,050,580	5,256,101	5,232,837	167	5,233,004	(23,097)	FAV
9	PURCHASED SERVICES	6,111,198	6,974,367	6,653,953	82,717	6,736,670	(237,697)	FAV
10	DEBT SERVICE	5,435,863	4,913,679	4,916,444	0	4,916,444	2,765	UNF
11	SUPPLIES (INCLUDING UTILITIES)	2,978,827	3,096,685	3,087,834	(1,664)	3,086,170	(10,515)	FAV
12	EQUIPMENT	154,862	324,479	302,629	0	302,629	(21,850)	FAV
13	IMPROVEMENTS / CONTINGENCY	47,297	247,006	224,996	0	224,996	(22,010)	FAV
14	DUES AND FEES	113,987	150,100	150,100	0	150,100	0	FAV
15	TRANSFER ACCOUNT	177,494	0	0	0	0	0	FAV
16	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
17	TOTAL EXPENDITURES	42,985,813	44,478,455	43,968,894	81,945	44,050,839	(427,616)	FAV
18	SUBTOTAL	334,098	0	313,922	(82,601)	231,321	231,321	FAV
19	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	0	0	0	0	0	0	FAV
20	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:							
21	LESS: ASSIGNED TO NEXT YEAR'S BUDGET	0			0		0	FAV
22	LESS: COMMITTED TO ERRP	0	0	0	0	0	0	FAV
23	NET BALANCE / (DEFICIT)	334,098	0	313,922	(82,601)	231,321	231,321	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 2013-2014

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2012-2013 UNAUDITED	2013-2014 BUDGET	SEP '13 FORECAST	CHANGE INCR./-(DECR.)	OCT '13 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	BETHANY ALLOCATION	8,583,949	8,670,180	8,670,180	0	8,670,180	0	FAV
2	ORANGE ALLOCATION	20,669,164	21,602,772	21,602,772	0	21,602,772	0	FAV
3	WOODBRIIDGE ALLOCATION	12,374,107	12,987,101	12,987,101	0	12,987,101	0	FAV
4	MEMBER TOWN ALLOCATIONS	41,627,220	43,260,053	43,260,053	0	43,260,053	0	FAV
5	ADULT EDUCATION	2,990	2,936	3,209	0	3,209	273	FAV
6	PARKING INCOME	31,562	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	358	1,500	1,500	(656)	844	(656)	UNF
8	ATHLETICS	22,372	23,500	23,500	0	23,500	0	FAV
9	TUITION REVENUE	110,859	86,382	144,970	0	144,970	58,588	FAV
10	TRANSPORTATION INCOME	66,123	73,714	73,714	0	73,714	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	234,264	218,032	276,893	(656)	276,237	58,205	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	765,581	876,597	630,694	0	630,694	(245,903)	UNF
15	OTHER STATE GRANTS	765,581	876,597	630,694	0	630,694	(245,903)	UNF
16	RENTAL INCOME	31,357	29,000	29,000	0	29,000	0	FAV
17	CAPITAL RESERVE	0	0	0	0	0	0	FAV
18	CONSTRUCTION SINKING DEBT FUND	0	0	0	0	0	0	FAV
19	DESIGNATED FROM PRIOR YEAR	300,000	0	0	0	0	0	FAV
20	EARLY RETIREE REINSURANCE PROGRAM	0	0	0	0	0	0	FAV
21	OTHER REVENUE	75,142	27,000	18,403	0	18,403	(8,597)	UNF
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	406,499	56,000	47,403	0	47,403	(8,597)	UNF
24	BUILDING RENOVATION GRANTS	286,347	67,773	67,773	0	67,773	0	FAV
25	TOTAL REVENUES	43,319,911	44,478,455	44,282,816	(656)	44,282,160	(196,295)	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 2013-2014

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2012-2013 UNAUDITED	2013-2014 BUDGET	SEP '13 FORECAST	CHANGE INCR./(DECR.)	OCT '13 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	5111-CERTIFIED SALARIES	19,299,777	19,712,301	19,619,908	2,594	19,622,502	(89,799)	FAV
2	5112-CLASSIFIED SALARIES	3,615,928	3,803,737	3,780,193	(1,869)	3,778,324	(25,413)	FAV
3	<b>SALARIES</b>	<b>22,915,705</b>	<b>23,516,038</b>	<b>23,400,101</b>	<b>725</b>	<b>23,400,826</b>	<b>(115,212)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	298,493	310,765	304,803	9	304,812	(5,953)	FAV
5	5210-FICA - ER	228,835	235,430	233,672	7	233,679	(1,751)	FAV
6	5220-WORKERS' COMPENSATION	149,887	193,000	184,362	0	184,362	(8,638)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,046,579	3,039,348	3,039,348	0	3,039,348	0	FAV
8	5860-OPEB TRUST	394,346	528,939	528,939	0	528,939	0	FAV
9	5260-LIFE INSURANCE	46,733	50,263	44,449	151	44,600	(5,663)	FAV
10	5275-DISABILITY INSURANCE	10,427	10,615	9,523	0	9,523	(1,092)	FAV
11	5280-PENSION PLAN - CLASSIFIED	663,791	707,554	707,554	0	707,554	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	83,794	61,142	61,142	0	61,142	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	4,575	18,557	18,557	0	18,557	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	114,570	70,488	70,488	0	70,488	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	8,550	30,000	30,000	0	30,000	0	FAV
16	<b>BENEFITS</b>	<b>5,050,580</b>	<b>5,256,101</b>	<b>5,232,837</b>	<b>167</b>	<b>5,233,004</b>	<b>(23,097)</b>	<b>FAV</b>
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	17,393	11,564	19,564	0	19,564	8,000	UNF
18	5327-DATA PROCESSING	63,926	67,730	67,730	0	67,730	0	FAV
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	990,796	1,050,636	1,099,736	0	1,099,736	49,100	UNF
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	75,996	94,227	94,227	0	94,227	0	FAV
21	5510-PUPIL TRANSPORTATION	2,185,439	2,493,553	2,300,341	34,417	2,334,758	(158,795)	FAV
22	5521-GENERAL LIABILITY INSURANCE	166,401	183,792	176,968	0	176,968	(6,824)	FAV
23	5550-COMMUNICATIONS: TEL, POST, ETC.	62,857	77,168	77,168	0	77,168	0	FAV
24	5560-TUITION EXPENSE	2,464,992	2,896,374	2,718,896	48,300	2,767,196	(129,178)	FAV
25	5590-OTHER PURCHASED SERVICES	83,398	99,323	99,323	0	99,323	0	FAV
26	<b>PURCHASED SERVICES</b>	<b>6,111,198</b>	<b>6,974,367</b>	<b>6,653,953</b>	<b>82,717</b>	<b>6,736,670</b>	<b>(237,697)</b>	<b>FAV</b>

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 2013-2014

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2012-2013 UNAUDITED	2013-2014 BUDGET	SEP '13 FORECAST	CHANGE INCR./.(DECR.)	OCT '13 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
27	5830-INTEREST	1,655,560	1,603,406	1,603,406	0	1,603,406	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,780,303	3,310,273	3,313,038	0	3,313,038	2,765	UNF
29	DEBT SERVICE	5,435,863	4,913,679	4,916,444	0	4,916,444	2,765	UNF
30	5410-UTILITIES, EXCLUDING HEAT	747,312	811,240	821,622	(1,664)	819,958	8,718	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	734,851	678,797	686,477	0	686,477	7,680	UNF
32	5611-INSTRUCTIONAL SUPPLIES	354,114	387,620	378,763	0	378,763	(8,857)	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	180,396	189,355	192,442	0	192,442	3,087	UNF
34	5620-OIL USED FOR HEATING	38,330	135,500	135,500	0	135,500	0	FAV
35	5621-NATURAL GAS	92,464	125,000	110,000	0	110,000	(15,000)	FAV
36	5627-TRANSPORTATION SUPPLIES	188,718	183,803	183,803	0	183,803	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	102,003	90,204	90,204	0	90,204	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	21,236	21,607	21,607	0	21,607	0	FAV
39	5690-OTHER SUPPLIES	519,403	473,559	467,416	0	467,416	(6,143)	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,978,827	3,096,685	3,087,834	(1,664)	3,086,170	(10,515)	FAV
41	5730-EQUIPMENT - NEW	97,875	105,519	105,519	0	105,519	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	56,987	218,960	197,110	0	197,110	(21,850)	FAV
43	EQUIPMENT	154,862	324,479	302,629	0	302,629	(21,850)	FAV
44	5715-IMPROVEMENTS TO BUILDING	0	48,006	48,006	0	48,006	0	FAV
45	5720-IMPROVEMENTS TO SITES	47,297	49,000	38,990	0	38,990	(10,010)	FAV
46	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(12,000)	0	(12,000)	(12,000)	FAV
48	5855-CAPITAL RESERVE	0	0	0	0	0	0	FAV
49	IMPROVEMENTS / CONTINGENCY	47,297	247,006	224,996	0	224,996	(22,010)	FAV
50	5580-STAFF TRAVEL	19,255	21,568	21,568	0	21,568	0	FAV
51	5581-TRAVEL - CONFERENCES	12,701	23,624	23,624	0	23,624	0	FAV
52	5810-DUES & FEES	82,031	104,908	104,908	0	104,908	0	FAV
53	DUES AND FEES	113,987	150,100	150,100	0	150,100	0	FAV
54	5856-TRANSFER ACCOUNT	177,494	0	0	0	0	0	FAV
55	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
56	TOTAL EXPENDITURES	42,985,813	44,478,455	43,968,894	81,945	44,050,839	(427,616)	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 2013-2014**

**OCTOBER 2013**

**2013-2014 FORECAST**

The projected net balance of revenues and expenditures for this fiscal year is *\$231,321 FAV (previously \$313,922 FAV)*, which appears on page 1, column 6, line 18.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is *\$196,295 (previously \$195,639 UNF)*, which appears on page 2, column 6, line 25.

**LINE 5 on Page 2: ADULT EDUCATION:**

The forecast is based on the current State award.

**LINE 7 on Page 2: INVESTMENT INCOME:**

The budget is based on the expectation interest rates will remain low. To-date, this has been the case. The interest rate at Peoples United bank was *0.25 percent (no change from prior month)* and State Treasurer's Investment Fund (STIF) was *0.16 percent in October 2013 (0.15 percent in September 2013)*. Most of the District's funds are kept a Peoples United bank.

**LINE 9 on Page 2: TUITION REVENUE:**

The budget assumed six tuition students at full price. We have 11 tuition students, 10 at full tuition price and 1 student at the employee rate.

**LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:**

The forecast assumes the State reimbursement rate will be 75 percent, which is the same as in the budget. The forecast is based on the current projection of special education transportation and tuition expenditures.

**LINE 21 on Page 2: OTHER REVENUE:**

The teachers' union payment for their union representative's release time is only .10 this fiscal year, not .20 as was budgeted.

**EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is \$427,616 FAV (previously \$509,561 FAV), which appears on page 4, column 6, line 57.

**LINE 1 on Page 3: 5111-CERTIFIED SALARIES:**

'Turnover savings' (i.e., replacing teachers who retired or resigned) exceeded budget by \$79,977 FAV. The replacement for the Reading Department Head was decreased from 1.0 to 0.6 full-time equivalent at a savings of \$22,438 FAV. *The forecast is based on current staffing.*

**LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:**

*The forecast is based on current staffing.*

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

*The forecast is based on the projected salaries.*

**LINE 6 on Page 3: 5220-WORKERS' COMPENSATION:**

The actual premiums are \$8,638 FAV under budget. The forecast assumes the payroll audit premium will be the same as the budget of \$13,000.

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

**NET COSTS - ACTUAL VERSUS BUDGET**

<u>Month</u>	<u>Actual Costs</u>	<u>Budget Costs</u>	<u>Variance</u>
July	\$ 505,351	\$ 367,223	\$ 138,128 UNF
August	\$ 441,878	\$ 324,767	\$ 117,111 UNF
September	\$ 295,178	\$ 242,405	\$ 52,773 UNF
October	\$ 266,753	\$ 246,338	\$ 20,415 UNF
November	\$	\$ 252,053	
December	\$	\$ 212,258	
January	\$	\$ 257,640	
February	\$	\$ 240,104	
March	\$	\$ 224,374	
April	\$	\$ 224,164	
May	\$	\$ 224,097	
June	\$	\$ 223,925	
		<u>\$3,039,348</u>	

Note: Net costs include claims, fixed costs (i.e., self-insurance fee, individual stop-loss premium, aggregate stop-loss premium, managed benefit fee, reinsurance fee, network access fee), employer's share of High Deductible Health Plans (formerly called Health Savings Accounts) less employees' and retirees' premium share and claims paid by grants.

**CLAIMS ONLY**

<u>Month</u>	<u>2013-2014 Actual Claims</u>	<u>2013-2014 Budget Claims</u>	<u>2012-2013 Actual Claims</u>
July	\$ 430,267	\$ 319,749	\$ 157,090
August	\$ 381,584	\$ 319,749	\$ 277,965
September	\$ 306,378	\$ 319,749	\$ 184,534
October	\$ 332,358	\$ 319,749	\$ 228,344
November	\$	\$ 319,749	\$ 282,319
December	\$	\$ 319,749	\$ 316,551
January	\$	\$ 319,749	\$ 317,314
February	\$	\$ 319,749	\$ 241,012
March	\$	\$ 319,749	\$ 251,862
April	\$	\$ 319,749	\$ 314,479
May	\$	\$ 319,749	\$ 309,373
June	\$	\$ 319,753	\$ 425,303
		<u>\$3,836,992</u>	<u>\$3,306,146</u>

**Self-Insurance Reserve Fund Balance**

ERRP	\$ 63,956
Implicit Rate Subsidy	\$ 394,346
Net 2012-2013 Balance	\$ 156,263
Reserve Balance, June 30, 2013	\$ 614,565
<i>Over / (Under) 2013-2014 Budget</i>	<i>( 328,427)</i>
<i>Projected, June 30, 2014</i>	<i>\$ 286,138</i>
Budget Target, June 30, 2014	\$ 754,824

**LINE 9 on Page 3: 5260-LIFE INSURANCE:**

*The forecast is based on current staffing.*

**LINE 10 on Page 3: 5275-DISABILITY INSURANCE:**

The forecast is based on current staffing.

**LINE 17 on Page 3: 5322-INSTRUCTIONAL PROGRAM IMPROVEMENT:**

A budget transfer of \$8,000 UNF was made to cover the participation fee for ACES Consortium membership from July 1, 2013 through June 30, 2014.

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

During the transition to fill the vacant District Technology Coordinator position, Dr. Brady authorized the hiring of TBNG Consulting of West Haven. The firm provided a comprehensive network support team. A budget transfer of \$7,750 UNF was made to pay TBNG Consulting for services rendered in July.



Last year, the Board authorized the purchase of technology equipment to replace Megabit network switches to Gigabit switches for \$21,850, which is included in this fiscal year's budget. The purpose of this was to free up these funds for a long-range planning study. At this time, we do not know what the cost of the study will be, and therefore, a budget transfer request has not been made. The forecast includes the **\$21,850 UNF** in this account to pay for the long-range planning study.

The budget for the annual audit is \$40,000; however, the Board extended the contract of the current auditor at a reduced price of \$32,500. Thus, the forecast includes a favorable variance of **\$7,500 FAV**.

The forecast includes **\$15,000 UNF** to hire a Superintendent search consultant. A budget transfer has not yet been requested.

A budget transfer of **\$12,000 UNF** was made to hire an engineering firm to evaluate the HVAC systems at Orange Middle School. The study will look into the causes for the humidity issues experienced at this particular site and propose modifications to the operations of the HVAC systems to mitigate the problem.

**LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:**

Special Education Transportation is projected to be under budget by **\$158,795 FAV** (previously **\$193,212 FAV**).

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

Actual premiums for property, liability, crime and international travel coverage were **\$178 UNF** over budget. Fiduciary insurance is projected to be **\$565 UNF** over budget.

Finance Manager Terry Lumas found some overpayments in 2011-2012 and endorsement credits that were applied to the District's account but not returned to us. This amounted to **\$5,976.99 FAV**. The insurance carrier agreed to credit our premiums for this fiscal year.

Student Accident Insurance premium was **\$1,590 FAV** under budget, including catastrophic accident medical insurance. Claims have been very high. The projected loss ratio for 2012-2013 is 116 percent. Unfortunately, some of the claimants have no family insurance coverage, so the District's policy ends up paying as the primary plan rather than the secondary plan. The favorable variance is due to the insurance carrier's projection for the budget being conservative.

**LINE 25 on Page 3: 5560-TUITION EXPENSE:**

These figures are subject to change on a monthly basis.

Tuition is forecast to be under budget by \$129,178 FAV (previously \$177,479).

Tuition for the vo-ag schools has a projected variance of \$73,260 FAV (previously \$71,670 FAV). The number of students is lower than budgeted.

	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY13-14 ACTUAL
Sound	9	7	6	8	9	8(6)
Trumbull	2	4	3	2	4	2
Nonnewaug	5	5	3	2	4	2
ACES Wintergreen Magnet	0	0	0	2	1	1
Totals	16	16	12	14	18	13(11)

Public (ACES) and private out-of-district placements has a projected favorable variance of \$52,156 FAV \$102,046 FAV). At this time, there are fewer students than budgeted.

	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY13-14 ACTUAL
Public SPED	7	6	6	8	8	6(5)
Private SPED	20.5	21	24	21	22	22(21)
Totals	27.5	27	30	29	30	28(26)

Note: 0.5 is a part-time student.

The District has 26 students attending ECA. There is a favorable variance of \$3,762 FAV.

**LINE 28 on Page 4: 5910-REDEMPTION OF PRINCIPAL:**

The unspent balances in the Reserve Fund for Capital and Nonrecurring Expenditures for the high school generator, high school roof restoration, high school air handler and natural gas conversion of \$64,727.25 were re-designated for payment of debt service in 2013-2014. Due to a yearend audit adjustment, the amount available is \$61,961.77. Therefore, there is an unfavorable variance of \$2,765.48 UNF.

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

Electricity usage is budgeted at 3,805,373 kilowatt hours at an average price of \$0.1634 per kilowatt hour. Last fiscal year, energy savings were less than budgeted for the middle schools and distribution rates were higher than expected. At this early stage, we are assuming usage of 3,866,572 kilowatt hours at an average price of \$0.1634 per kilowatt hour. Thus, Facilities Director is projecting an unfavorable variance of \$20,000 UNF.

*Load shed credits of \$11,392 FAV were received. We did not budget for these credits.*

Sewer billings are based on last year's water usage. *The Facilities Director projects an unfavorable variance of \$264 UNF (previously \$9,618 FAV).*

*The Facilities Director projects propane will have a yearend favorable variance of \$154 FAV.*

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

A budget transfer of \$7,680 UNF was made to cover the costs of the air quality testing done at Orange Middle School. Due to the high humidity, we found some mold in the building. For health and safety reasons, the Interim Superintendent of Schools hired Fuss & O'Neill to perform air quality testing.

**LINE 32 on Page 4: 5611-INSTRUCTIONAL SUPPLIES:**

A budget transfer of \$8,857 FAV was made to Other Supplies to offset the purchase of Scantron student licensing for software and on-site training.

**LINE 33 on Page 4: 5613-MAINTENANCE/CUSTODIAL SERVICES:**

A budget transfer of \$3,087 UNF was made for the purchase of dehumidifiers for Orange Middle School, as part of our effort to eliminate the growth of mold in certain areas.

**LINE 35 on Page 4: 5621-NATURAL GAS:**

Last fiscal year, total expenditures were \$92,464. Projected usage for this fiscal year is 10,000 MBTU at \$11 per MBTU compared to a budget of 11,365 MBTU at \$11 per MBTU, or a favorable variance of \$15,000 FAV.

**LINE 39 on Page 4: 5690-OTHER SUPPLIES:**

Last fiscal year, we negotiated a two-year contract with Xerox to supply toner, maintenance kits and fusers, as well as service, for the District's printers at a substantial savings. For example, the price per copy of black and white printed pages will be lowered from \$0.08 (which we now pay Hewlett-Packard Company) to \$0.02, or a 75 percent reduction in cost. The estimated annual savings is \$15,000 FAV.

A budget transfer of \$8,857 UNF was made to purchase Scantron student licensing for software and on-site training. The system will allow teachers to develop multiple choice, selected-response, and open-ended assessments in a format that, once assessed, will upload data and results for teachers and administrators.

**LINE 42 on Page 4: 5731-EQUIPMENT-REPLACEMENT:**

Last year, the Board authorized the purchase of technology equipment to replace Megabit network switches to Gigabit switches for \$21,850 FAV, which are included in this fiscal year's budget. The purpose of this was to free up these funds for a long-range planning study. At this time, we do not know what the cost of the study will be, and therefore, a budget transfer request has not been made. The forecast includes these costs in Other Professional & Technical Services.

**LINE 45 on Page 4: 5720-IMPROVEMENTS TO SITES:**

Due to the successful over seeding, fertilizing, and aerating of Stadium Field and the really wet spring, the field is in great shape and the re-sodding will not be necessary. The budget of \$15,000 FAV for the re-sodding will not be used.

The forecast includes a budget transfer of \$4,990 UNF to purchase an additional 40 feet of netting for the softball field at Amity High School. This is to protect people and property from foul balls.

**LINE 47 and LINE 48 on Page 4: 5850-CONTINGENCY:**

The forecast assumes the entire Contingency Account of \$150,000 will be spent by fiscal year end. *The balance is \$138,000.*

October:        \$12,000 – Hire vanZelm Engineers to provide engineering services to evaluate the HVAC systems at Orange Middle School. The study will look into the causes for the humidity issues experienced at this particular site and propose modifications to the operation of the HVAC systems to mitigate the problem.

Amity Regional School District No. 5 - Budget Transfers 2013-2014

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2013	53	01111009	5611 INSTRUCTIONAL SUPPLIES	\$ -50.00	MATHCOUNTS REGISTRATION
July 2013	53	01111009	5810 DUES & FEES	\$ 50.00	MATHCOUNTS REGISTRATION
July 2013	54	03111001	5730 EQUIPMENT - NEW	\$ 2,645.00	Digital lab tables/chairs
July 2013	54	03132400	5550 COMMUNICATIONS: TEL,POST,ETC.	\$ -2,645.00	Digital lab tables/chairs
July 2013	55	03132120	5111 CERTIFIED SALARIES	\$ 2,994.00	Counselors working summer reg
July 2013	55	03132120	5611 INSTRUCTIONAL SUPPLIES	\$ -2,994.00	Counselors working summer reg
July 2013	69	01111005	5690 OTHER SUPPLIES	\$ 1,320.00	Book Truck
July 2013	69	01111005	5690 OTHER SUPPLIES	\$ 272.00	Book Truck shipping
July 2013	69	05142510	5690 OTHER SUPPLIES	\$ -1,320.00	Book Truck
July 2013	69	05142510	5690 OTHER SUPPLIES	\$ -272.00	Book Truck shipping
July 2013	126	02132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -900.00	Purchase additional books
July 2013	126	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 900.00	Purchase additional books
July 2013	134	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 600.00	Character Education books
July 2013	134	02132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -600.00	Character Education books
August 2013	123	01111008	5611 INSTRUCTIONAL SUPPLIES	\$ -2,098.00	FOR 3D PRINTER
August 2013	123	01142219	5730 EQUIPMENT - NEW	\$ 2,098.00	FOR 3D PRINTER
September 2013	15	02111008	5611 INSTRUCTIONAL SUPPLIES	\$ -2,820.00	3D PRINTER
September 2013	15	02111008	5730 EQUIPMENT - NEW	\$ 2,820.00	3D PRINTER
September 2013	44	02132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -600.00	TO PURCHASE BOOKS
September 2013	44	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 600.00	TO PURCHASE BOOKS
September 2013	46	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 900.00	PURCHASE AUTHOR BOOKS
September 2013	46	02132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -900.00	PURCHASE AUTHOR BOOKS
September 2013	57	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ -1,144.00	5 laptops BOE SEPT
September 2013	57	03132400	5550 COMMUNICATIONS: TEL,POST,ETC.	\$ -328.00	5 laptops BOE SEPT
September 2013	57	03132120	5590 OTHER PURCHASED SERVICES	\$ -1,000.00	5 laptops BOE SEPT
September 2013	84	05142350	5690 OTHER SUPPLIES	\$ 2,682.00	Adobe site license
September 2013	84	03142600	5715 IMPROVEMENTS TO BUILDINGS	\$ -2,682.00	Adobe site license
September 2013	110	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ -2,152.00	purchase scantron scanner
September 2013	110	05142350	5730 EQUIPMENT - NEW	\$ 2,152.00	purchase scantron scanner
September 2013	111	03111015	5611 INSTRUCTIONAL SUPPLIES	\$ -1,092.00	STEM supplies for Orange
September 2013	111	03111015	5611 INSTRUCTIONAL SUPPLIES	\$ -1,092.00	STEM supplies for Bethany
September 2013	111	03111015	5810 DUES & FEES	\$ -150.00	STEM for Bethany
September 2013	111	03111015	5810 DUES & FEES	\$ -150.00	STEM for Orange
September 2013	111	02111015	5611 INSTRUCTIONAL SUPPLIES	\$ 1,092.00	STEM supplies
September 2013	111	02111015	5810 DUES & FEES	\$ 150.00	STEM supplies
September 2013	111	01111015	5611 INSTRUCTIONAL SUPPLIES	\$ 1,092.00	STEM supplies
September 2013	111	01111015	5810 DUES & FEES	\$ 150.00	STEM supplies
September 2013	146	03132220	5611 INSTRUCTIONAL SUPPLIES	\$ -1,500.00	to purchase database
September 2013	146	03132220	5690 OTHER SUPPLIES	\$ 1,500.00	to purchase database
September 2013	163	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -900.00	Reverse Dup #46
September 2013	163	02132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 900.00	Reverse Dup #46
October 2013	87	02132120	5590 OTHER PURCHASED SERVICES	\$ 255.00	TO PURCHASE AWARD CERTIFICATES
October 2013	87	02132120	5690 OTHER SUPPLIES	\$ -255.00	TO PURCHASE AWARD CERTIFICATES
October 2013	118	03111010	5730 EQUIPMENT - NEW	\$ 500.00	New Drum Set for Strings Progr
October 2013	118	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ -500.00	New Drum Set for Strings Progr
October 2013	173	05142350	5690 OTHER SUPPLIES	\$ 2,440.00	MOODLE ON LINE ASSESSING
October 2013	173	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -2,440.00	MOODLE ON LINE ASSESSING
October 2013	174	03111006	5611 INSTRUCTIONAL SUPPLIES	\$ -140.00	reimbursement/conference fee
October 2013	174	03111006	5810 DUES & FEES	\$ 140.00	reimbursement/conference fee

**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](mailto:jack.levine@reg5.k12.ct.us)

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

To: Michael R. Nast, Interim Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Budget Transfers of \$3,000 or More for Fiscal Year 2013-2014  
Date: October 28, 2013

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

**Special Education Tuition:**

A budget transfer is needed to pay for special education tuition expenditures out of the proper account.

**#1 - Move to make the following budget transfer to pay for special education tuition expenditures:**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
04-12-6110-5560	Tuition Expense	\$115,000	
04-12-6113-5560	Tuition Expense	\$9,000	
04-12-6111-5560	Tuition Expense	\$21,000	
04-12-6130-5560	Tuition Expense		\$145,000

## Levine, Jack

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**From:** Amanda L. Backhaus [abackhaus@mahoneysabol.com]  
**Sent:** Monday, November 04, 2013 12:10 PM  
**To:** Levine, Jack  
**Subject:** Amity Update  
**Attachments:** Amity Audit Status Report 11.4.13.xls

Hello Jack,

I believe you had mentioned that you usually receive status updates at the start of each month – sorry I am few days late on getting this to you.

The file and drafts are currently with me for review, after which they will go through both a partner and second manager review. As of now, the firm's plan is to appoint two co-leaders of the governmental practice (both individuals who came over with Rob with GT/CCR), as well as assign a partner from Mahoney Sabol to the engagement. Jenn Hawkins came over with us from CCR/GT, and will be performing the second manager review for Amity. She was out for the ED001 this year – I am not sure if you got a chance to meet her. In addition, John Bauer will be the partner assigned to the engagement. John has many years of experience, and sits on his Town's Board of Finance, so he should be a great fit for our municipal work. I believe you should be receiving written correspondence from the firm in the next few days with additional information – but if you have any questions or concerns – feel free to let me know. I can set up a meeting for the Board and/or management to meet John and Jenn, or they can attend the audit presentation and I can introduce them at that time. Please let me know.

As I noted in the status update, the file and drafts are currently in the review process. There might be a slight delay on our end as we work through reassigning work and getting John caught up to speed, but we are not anticipating any serious issues. I would think that we should be ready to issue Amity's statements during the month of November. Does your Board prefer to review and approve the draft prior to issuance, or do you prefer to issue and then present to the Board? Also, do you want to plan for our audit presentation at the December 9<sup>th</sup> Board of Education meeting?

Hope all is well – Thanks!

### **Amanda L. Backhaus, CPA**

Audit Manager  
Mahoney Sabol & Company, LLP  
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Glastonbury, CT 06033-4453  
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AMITY REGIONAL SCHOOL DISTRICT NO. 5  
AUDIT STATUS REPORT  
JUNE 30, 2013

Status Report as of November 4, 2013

	% COMPLETE	STATUS/ISSUES
<b>Planning Procedures</b>	100%	No issues noted.
<b>Documentation and Testing of Internal Control</b>		
Documentation of internal control and system walk throughs	100%	No issues noted
Non-Payroll Expenditure Testing	100%	No issues noted
Payroll Expenditure Testing	100%	No issues noted
	% COMPLETE	STATUS/ISSUES
<b>Major Federal Program Compliance Testing</b>		
IDEA	100%	Testing complete. See Other comments below.
	% COMPLETE	STATUS/ISSUES
<b>Major State Program Compliance Testing</b>		
Interdistrict Cooperative Grant	100%	Testing complete. See Other comments below.
Open Choice	100%	Testing complete. No issues noted.
	% COMPLETE	STATUS/ISSUES
<b>Opinion Unit Substantive Testing</b>		
Government-wide	75%	Testing complete. Manager and partner review in process.
General Fund	100%	Testing complete. Manager and partner review in process.
Internal Service Fund	50%	Testing complete. Manager and partner review in process.
Aggregate Remaining Fund Information	100%	Testing complete. Manager and partner review in process.
<b>Financial Reporting</b>		
Financial Statements	0%	Testing complete. Manager and partner review in process.
Single Audit Reports	100%	Testing complete. Manager and partner review in process.
<b>ED001</b>	75%	Testing complete. Partner review in process.
<b>Items Needed for Completion of Audit</b>		
1 No outstanding items at this time.		
<b>Potential Audit Hold-ups</b>		
1 No audit hold ups are anticipated.		
<b>Other Items</b>		
1 We are in the process of transitioning Rob's work. Two individuals from Rob's team have been assigned to take over the responsibilities of the Practice Leader for our governmental work. In addition, John Bauer, a partner at MSCO will be reviewing and signing all reports for the current fiscal year. While there is a slight delay due to the transition, we fully expect the audit to be issued this month.		
<b>Other Items (Previously Identified)</b>		
1 We identified an instance of noncompliance related to the reporting requirements for both the Federal IDEA program and State Interdistrict Cooperative grant. ED141 reports are due by September 1. Amity's report was not certified and filed with the State Department of Education until September 6. We will be disclosing this as a nonmaterial instance of noncompliance in our single audit reports. We have deemed this to be an isolated occurrence and have deemed the noncompliance to have no effect on our report of Amity's internal controls.		
2 We will be implementing GASB 63 (Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position) and 65 (Items Previously Reported as Assets and Liabilities) in FY13. GASB 63 is required for this year. This standards replaces the term "net assets" with "net position" and creates two new classifications (Deferred Inflows and Deferred Outflows of resources). GASB 65 is required for FY14, but early implementation is encouraged. GASB 65 outlines which items should be classified in the new "Deferred Inflows" and "Deferred Outflows" categories. Based on the correlation between the two standards, we will implement both in FY13. The impact on Amity's financial statements will be as follows:		
- "Net Assets" will be replaced by "Net position"		
- The "unearned/deferred revenue" liability line will now be titled "unearned revenue"		
- On the Statement of Net Position, the gain on the bond refunding will be presented as a "Deferred Outflow of Resources" rather than presented net with the long-term liabilities.		
- Deferred bond issuance costs (on the Statement of Net Position) will be removed. The new standards require these costs to be realized at the time incurred, rather than amortized over the length of the debt.		



*The family of  
Dorothy Winkle  
gratefully acknowledges  
your kind expression  
of sympathy*

Dear Amity Board of Education,

11/4/13

Your loving support after Dorothy V. Winkle's passing meant a great deal to our family. The gorgeous flower arrangement you sent were fabulous. We know that Dot would have loved them. On behalf of our family, we offer you our most

sincere gratitude and love.

yours Sincerely,

The Winkle's

(Chris)

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

Finance Committee                      10/21/13

**MINUTES**

**COMMITTEE MEMBERS PRESENT:** Matthew Giglietti, John Grabowski, James Horwitz, Joseph Nuzzo, James Stirling

**COMMITTEE MEMBERS ABSENT:** John A. Grasso, Jr.

**Also Present:** Sue Cohen, Thomas Hurley, Jack Levine, Marianne Lippard, Marie McPadden, Michael Nast, Jim Saisa

---

A meeting of the Finance Committee of the Amity Regional Board of Education was held on Monday, October 21, 2013 at 5:30 p.m. in the Media Center at Amity Middle School, Bethany Campus.

1. **Call to Order:** James Stirling called the meeting to order at 5:30 p.m.
2. **Pledge of Allegiance** was recited by those present.  
Mr. Stirling noted that citizenship isn't a requirement for Committee participation and he would like to consider eliminating the extra step of reciting of the Pledge of Allegiance from future meeting agendas. There were no objections. Mr. Stirling said that he will ask Board of Education Chairman William Blake about this.
3. **Discussion and Possible Action on Minutes**  
Finance Committee Meeting – September 9, 2013  
*Motion to approve the minutes as presented* (Mr. Giglietti, 2d Mr. Nuzzo).  
*Vote in favor unanimous.* *Motion passed.*
4. **Public Comment**  
No members of the public addressed the Committee.
5. **Distribution of October 1 Enrollment Report**  
The report shows that there are 18 additional students in Bethany and 18 less in Orange; Woodbridge has two more students. Mr. Nast noted that from the administration's perspective, the numbers are balanced, but from the perspective of each town, there is a difference.

Mr. Stirling noted that in Bethany, the population begins to decline in fourth grade. Mr. Giglietti said that he was surprised that Orange has only 106 pupils currently in kindergarten. Mr. Stirling noted that the trend appears to show that the population of children is declining in the towns and that will mean fewer children in the Amity schools.

Mr. Nast said that these figures are important during the budget process.

- 6. Discussion and Possible Action on Designating Interim Superintendent as Authorized Signer of ED-099 Agreement for Child Nutrition Programs**  
*Motion to authorize Michael R. Nast, Interim Superintendent of Schools, to sign on behalf of the Amity Regional School District No. 5, as an Authorized Signer of the ED-099 Agreement for Child Nutrition Programs (Mr. Nuzzo, 2d Mr. Giglietti).*  
*Vote in favor unanimous. Motion passed.*

**7. Update on Contract of \$35,000 or More**

The Amity Board of Education authorized the transfer of \$177,494 from 2012-2013 available year end funds to the Reserve Fund for Capital and Nonrecurring Expenditures for the replacement of the air handler for the District Office complex. The unit needs to be replaced before the winter hits. If it fails during the winter months, we run the risk of freezing up the building as warm air will not be able to be distributed to keep the sprinklers and domestic water pipes from freezing. This could affect the health and safety of the staff.

The bids were opened on September 30, 2013. Four vendors submitted bids. The bids ranged from \$197,800 to \$239,948. Facilities Director Jim Saisa and Jack Levine, director of finance and administration, negotiated with the low bidder, Air Temp Mechanical Services, Inc. of Southington, CT. Some modifications to the specifications were made so that the price was lowered to \$144,700. The structuring engineering and design and bid documentation work by vanZelm will cost \$12,000. The Siemens controls amounted to \$20,500. Total cost charged to the Reserve Fund for Capital and Nonrecurring Expenditures is \$177,200, compared to the designated amount of \$177,494.

It was discovered that the budget for the project was too low. There is \$17,500 needed for roof work over and above the job estimate. There will also be additional engineering services amounting to \$6,950. The costs were covered without additional budget transfers with savings from the digital art and music lab (\$14,190). Additional costs were charged to "Other Professional and Technical Services" (\$6,950), and the Facilities budget (\$3,310).

Mr. Levine noted that the work will move forward in mid-December.

Mr. Stirling questioned whether this work could have been avoided with better maintenance.

Mr. Levine said that this was unavoidable.

Mr. Stirling questioned whether changes had to be made to the scope of the work.

Mr. Levine said that we retained essential elements of the project.

**8. Discussion of Monthly Financial Statements**

Mr. Levine said that three months of medical and dental claims exceeded the budget. In analyzing the reports, it was apparent that one person had just short of \$100,000 in claims.

Mr. Levine said that Terry Lumas pointed out that the voluntary retirement plan can be taken from the OPEB Trust, rather than the insurance fund. He hopes to get on track with the insurance, but it will also be helpful to have money that won't come out of the insurance, but instead come out of the OPEB Trust.

It was noted that the special education figure can change. Snow removal costs are obviously unknown at this point.

**9. Director of Finance and Administration Approved Transfers Under \$3,000**

There were no questions.

**10. Discussion and Possible Action on Budget Transfers of \$3,000 or More**

In a 10/7/13 memo from Mr. Levine to Mr. Nast, the following budget transfers are recommended:

Indoor Air Quality Issues at Orange Middle School

Over the Labor Day weekend and the Opening Day of school, we had extreme humidity. During the first week of school, Principal Kathleen Fuller-Cutler reported that there was mold in the Nurse's Office and a white, 'dust' material in the computer lab. Upon visual inspection, we noticed mold growth under the lab tables, cork bulletin board, and other areas. For health and safety reasons, Fuss & O'Neill performed air quality testing at a total cost of \$7,680. In addition, we purchased dehumidifiers for \$3,087.33.

Due to the successful over seeding, fertilizing, and aerating of Stadium Field and the really wet spring, the field is in great shape and the re-sodding won't be necessary. The budget of \$15,000 for the re-sodding won't be used. We would like to use a portion of these funds to cover the costs of the air quality testing and dehumidifiers.

Mr. Levine noted that the dehumidifiers and the change in the weather have really helped.

Move to recommend making the following budget transfer to cover the costs of the air quality testing and purchase of dehumidifiers (Mr. Horwitz, 2d Mr. Nuzzo).

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
-----------------------	---------------------	-------------	-----------

05-14-2600-5720	Improvement to Sites	\$10,767	
05-14-2600-5420	Repairs, Maint. & Cleaning		\$7,680
02-14-2600-5613	Maint./Custodial Supplies		\$3,087

*Vote in favor unanimous.*

*Motion passed.*

Special Education Transportation

A budget transfer is needed to cover the cost of special education transportation.

*Move to recommend making the following budget transfer to cover the costs of special education transportation (Mr. Giglietti, 2d Mr. Grabowski):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
04-12-6110-5510	Pupil Transportation	\$12,425	
05-14-2700-5512	Pupil Transportation		\$12,425

*Vote in favor unanimous.*

*Motion passed.*

ACES Consortium Membership

ACES Consortium membership is July 1, 2013 through June 30, 2014. The pricing for participation was not released by ACES until summer 2013. Last year, due to the lateness of planning by the consortium, we requested a budget transfer to cover the funds of participation. After participating for the past two years, we were unsure of the direction of the consortium and whether or not the focus would change for the 2013-2014 school year. The focus has changed to include workshops for English Language Arts (ELA) and math, but also for science and social studies teachers this year. Although we are anxious to continue our membership, the fees have increased significantly. We were able to have twelve participants last year. This year, due to the increase in cost participation, we will secure four slots. We would like to cover the costs for the ACES Consortium membership with curriculum writing money left over from summer 2013.

*Move to recommend making the following budget transfer to cover the participation fee for ACES Consortium membership from July 1, 2013 through June 30, 2014 (Mr. Giglietti, 2d Mr. Nuzzo):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-13-2212-5111	Certified Salaries	\$8,000	
05-13-2212-5322	Instruct. Pgm. Improvemt.		\$8,000

*Discussion:*

Mr. Nast noted that the professional development has always been well-received by staff. Mr. Nast and Dr. McPadden noted that the cost wasn't known until after July 1, 2013. Money was set aside for professional development, but not in anticipation of such a large increase in cost.

Mr. Stirling questioned how we can absorb the decrease in the number of staff members who can participate.

Dr. McPadden noted that the focus will be on science and social studies rather than language arts and math, which are already in good shape.

Mr. Nast said that other districts are cutting back as well.

*Vote in favor unanimous.*

*Motion passed.*

Netting Systems for Baseball/Softball Fields

Last fiscal year, we bid and awarded the purchase and installation of netting systems for the baseball and softball fields at the High School for \$28,770.75 (including 225 feet of netting for the baseball field and 40 feet of netting for the softball field) to The Frankson Fence Company of North Haven, CT. Athletic Director Paul Mengold initially thought 40 feet would be sufficient for the softball field; however, two incidents of a ball going out of the playing area beyond 40 feet, caused him to recommend the purchase of an additional 40 feet of netting for the softball field at a cost of \$4,990 (negotiated down from \$5,895). The additional costs would be paid out of the Athletic Department’s budget by reducing the amount designated for repairs to the fencing and backstops of existing fields by \$3,000; reducing the amount of repairs to the portable lights by \$1,000; and reducing the amount of stone dust for the softball and baseball practice areas by \$1,000.

*Move to recommend making the following budget transfer of \$4,990 to purchase an additional 40 feet of netting from The Frankson Fence Company (Mr. Nuzzo, 2d Mr. Grabowski):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
03-11-3202-5420	Repairs – Maint. & Cleaning	\$4,990	
03-14-2600-5720	Improvements to Sites		\$4,990

*Discussion:* Mr. Horwitz said that it is common knowledge that there is a possibility of damage to a vehicle when parked too close to baseball/softball fields.

*Vote in favor:* Matthew Giglietti, John Grabowski, Joseph Nuzzo, James Stirling

*Vote opposed:* James Horwitz

*Abstain:* none

*Motion passed.*

**11. Discussion and Possible Action on New Funding Request**

In a 10/4/13 memo from Mr. Levine to Mr. Nast, an evaluation of the Orange Middle School HVAC system is recommended. Mr. Levine recommends hiring



vanZelm Engineers for the evaluation. The study would look into the causes of humidity issues and propose modifications to the operation of the HVAC systems to solve the problem.

*Move to recommend making the following budget transfer of \$12,000 to pay vanZelm Engineers of Farmington, CT, to provide engineering services to evaluate the HVAC systems at Orange Middle School (Mr. Nuzzo, 2d Mr. Horwitz):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5850	Contingency Account	\$12,000	
05-14-2310-5330	Other Prof. & Tech. Svcs.		\$12,000

*Vote in favor unanimous.*

***Motion passed.***

**12. Presentation of Amity Audit Status Report**

Mr. Levine pointed out that a code was required in order for Amity to receive credit from the State for submitting the report on time. The report was submitted on time, but the code was left off. The audit report will show that this error occurred. Mr. Levine noted that Amity will have a clean audit report, but he is disappointed that this error was made. The audit report is currently in progress.

**13. Adjourn**

*Motion to adjourn the meeting at 6:12 p.m. (Mr. Horwitz, 2d Mr. Nuzzo).*

*Vote in favor unanimous.*

***Motion passed; meeting adjourned.***

Respectfully submitted,  
Marianne Lippard, recording clerk