

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

Michael R. Nast
Interim Superintendent of Schools

PLEASE POST

PLEASE POST

AMITY REGIONAL BOARD OF EDUCATION

October 21, 2013


A regular meeting of the Amity Regional Board of Education will be held on Monday, October 21, 2013, at 6:30 p.m., in the Media Center at ***Amity Middle School, Bethany Campus, 190 Luke Hill Rd., Bethany.**

***Please note change of location**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Regular BOE Meeting, September 9, 2013 (Enclosure)
4. Update/PowerSchool
5. Report on Adult and Continuing Education (Enclosure)
6. Discussion and Possible Action on 2014 Board of Education Meeting Calendar (Enclosure)
7. Public Comment
8. Student Report
9. Superintendent's Report
 - a. District Goals (Enclosure)
 - b. Update – Evaluation Model (Enclosure)
 - c. 2014-2015 Budget Update
 - d. Financial Report
 - e. Recognitions - Student/Staff
 - f. Update – Facilities
 - g. Personnel Report (Enclosure)
 - h. Other

10. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CAFE
 3. Curriculum
 4. Facilities
 5. Finance
 - a. Distribution of October 1 Enrollment Report
 - b. Discussion and Possible Action on Designating Interim Superintendent as Authorized Signer of ED-099 Agreement for Child Nutrition Programs
 - c. Update on Contract of \$35,000 or More
 - d. Discussion of Monthly Financial Statements
 - e. Director of Finance and Administration Approved Transfers Under \$3,000
 - f. Discussion and Possible Action on Budget Transfers of \$3,000 or More
 - g. Discussion and Possible Action on New Funding Request
 - h. Presentation of Amity Audit Status Report
 - i. Update on Facilities Projects
 6. Policy
 7. Personnel
11. Items for the Next Agenda
12. Adjournment



 Michael R. Nast
 Interim Superintendent of Schools

MRN/kfw
 pc: Town Clerks: Bethany
 Orange
 Woodbridge

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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: Julie Altman, William Blake, Christopher Browe, Patricia Cardozo, Sue Cohen, John A. Grasso, Jr., James Horwitz, Thomas Hurley, Tracey Lane Russo

AMITY BOARD MEMBERS ABSENT: Diane Crocco, Rita Gedansky, James Stirling Steven DeMaio

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

Also Present: Patrick Dudley; other members of the Public

A regular meeting of the Amity Regional Board of Education was held on Monday, September 9, 2013, at 6:30 p.m., in the Presentation Room at the District Offices.

1. **Call to Order:** William Blake called the meeting to order at 6:35 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Approval of Minutes**
 - a. Regular BOE Meeting, August 12, 2013
Motion to approve the minutes as presented (Mr. Hurley, 2d Mr. Browe).
Vote in favor: Julie Altman, Steven DeMaio, John A. Grasso, Jr., Thomas Hurley, Tracey Lane Russo
Vote opposed: none
Abstain: Christopher Browe, Patricia Cardozo, Sue Cohen, James Horwitz
Motion passed.
4. **Public Comment**

No members of the public addressed the Board.
5. **Student Report**

Patrick Dudley, the new student representative to the Board, gave an update on the latest happenings at the High School. He noted that the first unified meeting is taking place tonight at 7 p.m. and he is hoping for a good turnout of freshmen. The Amity Link Crew welcomed over 350 freshmen. Calendars displaying student artwork are \$10 and they are now available for purchase. Patrick congratulated Mr. Mengold for being inducted into the New Haven Grid Iron Hall of Fame. A number of events are planned to take place soon, including the annual Club Day and a pep rally.

6. Report on 2013 CMT/CAPT Results

Dr. McPadden presented the report on the test results. For the CAPT, Amity was #2 in the DRG in mathematics. In Reading Across the Disciplines, Amity was ranked #3 in the DRG. She would like to see improvement in reading. The District may need a stronger focus on reading.

Mr. Hurley noted that the difference from 2012 to 2013 in science is very small (.3). He noted that there is a gender gap between boys and girls in reading, with girls scoring higher than boys.

Dr. McPadden said that gender differences are examined. In general boys tend to be interested in reading about topics such as animals and science.

In interviews with top CEOs, it was noted by the College Board that writing is very important. Students must be able to write well. On the CAPT, students have to write a persuasive essay. The District needs to expand upon what we've been doing with writing.

Ms. Russo said that the drop in the percentage of students at advanced in math when you compare eighth and tenth graders is troubling.

Dr. McPadden noted that writing is more consistent.

Dr. Britton said that the CMT and CAPT are totally separate tests and can't be compared. There are completely different standards and assessment techniques for these tests. A lot can be determined looking at current level three students.

Dr. McPadden said that we are moving toward more explicit teaching of vocabulary. The seventh and eighth graders did phenomenal. In eighth grade writing, Amity was #1 in the DRG. Dr. McPadden reviewed the CMT goal scores cohort comparison 2012 & 2013 showing the percentage of students at or above goal.

The overarching goal of school improvement is to assist students in reaching their highest potential. Amity will continue to raise student achievement through instructional methods that support close text reading, and expand vocabulary and writing across the curriculum. The District will continue to ensure that all subgroups meet the state's new Accountability Annual Performance Targets (TBD). Amity will continue to use data-driven decision-making to inform instruction, curriculum and professional development including results from the Gates MacGinitie Reading Test, CMT/CAPT, and common core assessments. The District will continue to develop and present training modules by the district reading consultants to support full implementation of the CCSS and the new SBAC testing.

Mr. Hurley questioned whether any study has been done to compare the success achieved with the tablet versus a book. Dr. McPadden said that students generally still want to use a book.

Mr. Hurley said that it is important for students to understand how to take tests online.

Mr. Blake said that this appears to be enough data to make some preliminary observation. More information can be provided at a future meeting.

Mr. Browe questioned the formula used for putting students into different levels. Dr. Britton said that the teacher from the previous year makes a recommendation.

The District will continue to examine methods. Mr. Nast said that Amity is part of ACES and can use ACES as a resource.

Ms. Cardozo said that she would be interested in seeing what other regions are doing.

Mr. Horwitz said that he is satisfied, but not content with how we are doing.

Dr. McPadden said that she is focusing on grades 7 through 12. Amity isn't controlling what happens in the lower grades due to the district's structure.

7. Facilities Update

Mr. Nast said that the Black Box Theater is almost ready. Work on the lighting needs to be completed. The room could be ready as early as tomorrow. We would like to invite Dr. Brady to come look at the space. We are confident that it will be ready by September 16th.

8. Superintendent's Report

A. Personnel Report

Mr. Nast noted two new hires at the High School.

B. Announcements and Correspondence from the Board and Administration

1. CABE/CAPSS Annual Convention Invitation

Mr. Nast announced the CABE/CAPSS annual convention is coming up soon.

2. Information on Opening of School

Mr. Nast said that he felt that the opening of the schools went very smoothly. He noted that the school production 'Sweeney Todd' received a significant number of awards. There will be no major changes in the District's goals and objectives. Environmental concerns are being looked into.

C. Other

Air quality problems in Orange are being explored. High humidity has caused moisture to seep into the building. An environmental consultant showed us the area of concern. Mold growth is a concern. We need to have a proper test before cleaning can be done. The situation is taking up a lot of our attention. One teacher slipped in the gymnasium.

Ms. Cohen said that there was no sign of this problem last year.

Ms. Fuller Cutler said that the handlers can't keep out all the moisture.

Mr. Saisa said that he is working with programmers.

Ms. Russo thanked the administration and staff for how they are handling this situation.

Mr. Nast said that the Orange campus was built in a swampy area. The idea that nothing can be done isn't acceptable. He will provide a weekly progress report.

Mr. Blake said that we would like to get this resolved as quickly as possible.

9. Chairman's Report

Mr. Blake said that he is grateful to have Mr. Nast as the interim superintendent. The search for a new superintendent continues.

Mr. Levine said that PowerSchool will be implemented over the next few months.

a. Committee Reports

1. ACES – There was no report.
2. CAFE – There was no report.
3. Curriculum – There was no report.
4. Facilities – Topics were addressed under Item #7 and #8c.
5. Finance
 - a. Discussion of Proposed 2014-2015 Budget Calendar
Mr. Nast said that the budget calendar will be somewhat flexible. We are following basically the same model as last year.
Ms. Russo said that she thought the District had a working budget before the end of the year in the past. Mr. Levine said that time needed to be adjusted to allow the Orange Board of Finance an opportunity to review the budget.
 - b. Presentation of Annual Report on Reserve Fund for Capital and Nonrecurring Expenditures Fund
There were no questions.
 - c. Discussion of Monthly Financial Statements
There were no questions.

- d. Director of Finance and Administration Approved Transfers Under \$3,000

There were no questions.

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

The Mathematics Department Chair, Frank Baretta, conducted extensive research over the spring of 2013. The research was designed to identify a data warehouse that will allow Amity teachers to capture student growth data. Scantron was identified as the system and vendor of choice. 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. These results will be organized by Common Core Standard, and allow teachers and administrators to evaluate student performance and growth against the standard. The system will help identify skills deficits on a cohort, subgroup, and individual student level. This capacity is critical as teachers and administrators monitor student progress against Student Learning Objectives (SLO's), and prepare students for the demands of the S-Bac assessment. This initial investment will provide Amity Regional High School with site licenses for the entire freshman class, as well as equipment and training.

Move to make the following budget transfer to purchase Scantron student licensing for software and on-site training for \$8,856.80 (Ms. Cardozo, 2d Ms. Russo):

| <u>Account Number</u> | <u>Account Name</u> | <u>From</u> | <u>To</u> |
|-----------------------|------------------------|-------------|-----------|
| 03-14-2219-5611 | Instructional Supplies | \$8,857 | |
| 05-14-2350-5690 | Other Supplies | | \$8,857 |

Discussion:

Dr. Britton noted that iPass is currently used. We would like to get this in place for freshmen. If it works well, it can be added to other classes. The newer system will offer the ability to analyze data, as it provides more detailed feedback.

Ms. Russo questioned the price. Dr. Britton noted that the price includes training, hardware, and software.

Mr. Hurley said that if this works well, it should be included in the budget. Mr. Browe questioned whether this feeds into PowerSchool. Dr. Britton said that he doesn't know. This will provide a data warehouse and the ability to analyze data through multiple lenses, capability that we don't currently have.

Vote in favor unanimous.

Motion passed.

Each administrator at Amity Regional High School will assume primary evaluator responsibility for an equal share of teachers and counselors at Amity Regional High School. This will increase the number of teachers and counselors each administrator has historically evaluated from 11 to 15 to 25 to 30. As per new evaluation guidelines, non-tenured teachers will receive three formal and four informal observations, all tenured teachers will receive one formal and four informal observations, and all teachers who need structured support will receive four formal and five informal observations. This will dramatically increase the amount of time administrators are in the classroom scripting and evaluating teacher performance online using the Bloomboard and CCT models. Each building administrator currently has a laptop computer circa 2007. These laptops are slow to load, battery life is minimal, and operating capacity has degraded over the lifetime of the system. New laptops are needed to support administrators as we capture and analyze teacher classroom performance using the online Bloomboard system.

Move to make the following budget transfer of \$6,472.00 to purchase five laptop computers (Mr. Hurley, 2d Ms. Cardozo):

| <u>Account Number</u> | <u>Account Name</u> | <u>From</u> | <u>To</u> |
|-----------------------|----------------------------|-------------|-----------|
| 03-14-2219-5611 | Instructional Supplies | \$1,144 | |
| 03-14-1009-5611 | Instructional Supplies | \$4,000 | |
| 03-14-2120-5690 | Other Supplies | \$1,000 | |
| 03-14-2400-5550 | Communications – Tel Post. | \$ 328 | |
| 05-14-2350-5730 | Equipment – New | | \$6,472 |

Discussion:

Dr. Britton added that the laptops crash regularly and the startup time takes approximately five minutes. The laptops aren't reliable.

Mr. Hurley noted that the technology plan is designed to address these types of problems. In the next cycle, we need to upgrade the old machines.

Vote in favor unanimous.

Motion passed.

6. Policy – There was no discussion.
7. Personnel – A meeting will be scheduled to discuss one issue.

10. Consideration and Possible Appointment of Cooperative Educational Services as Search Consultant to Board of Education

Motion to approve Cooperative Educational Services as search consultant provided Chairman Blake can negotiate a contract for no more than \$15,000 (Sue Cohen, 2d Christopher Browe).

Discussion: Mr. Blake said that it was the consensus that a new consultant would be a benefit. Once the appointment is approved, the new consultant will be ready to proceed. Two-thirds agreement will authorize Mr. Blake to enter negotiations.

Vote in favor unanimous.

Motion passed.

11. Items for the Next Agenda

Ms. Cohen said that she would like to request a report on the adult education program, including the finances, and description of the program.

12. Adjournment

Motion to adjourn the meeting at 8:20 p.m. (Mr. Hurley, 2d Mr. Grasso).

Motion passed; meeting adjourned.

Respectfully submitted,

Marianne Lippard, recording clerk
Rita Gedansky, secretary

References/Attachments:

Minutes:

Amity Finance Committee, August 12, 2013
Board of Education, August 12, 2013

Reports:

Board of Education Presentation, 2013 CAPT/CMT Results
Amity Regional School District No. 5 Revenues and Expenditures
for FY 2013-2014
Amity Regional School District No. 5, Year-to-Date Budget
Report, 9/3/13

Memos:

Amity Regional School District No. 5 Budget Transfers 2013-2014
Jack B. Levine to Michael R. Nast (8/30/13) re: Budget Transfers
of \$3,000 or More for Fiscal Year 2013-2014
Jack B. Levine to Michael R. Nast (8/30/13) re: Proposed 2014-
2015 Budget Calendar
Jack B. Levine to Michael R. Nast (8/30/13) re: Reserve Fund for
Capital and Nonrecurring Expenditures

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



Mr. Michael R. Nast
Interim Superintendent of Schools

To: Members of the Amity Board of Education

From: Michael R. Nast, Interim Superintendent of Schools @

Re: Report on Adult and Continuing Education Program

Date: October 15, 2013

In reviewing the Adult and Continuing Education Program, I found some positives, including the successful introduction of:

- OdysseyWare On-line Courses. This program has grown and provides opportunities for students to receive credit restoration, credit earned from a course failure, credit courses for students from other districts, and on special situations, particularly medically related, students may be granted dispensation to take a course for credit;
- Solid Works 3-D Graphics Program. This 36-hour certificate class is in its second year of being offered. Successful matriculation has enhanced worker skills and increased job viability, especially to the companies and schools that have sent people to learn this program; and
- Strategic Partnering. By working with key groups, we can plan programming.

Unfortunately, we have seen a significant decline in participation and courses held.

| FISCAL YEAR | Participation | | | |
|-------------|---------------|------|--------|-------|
| | SUMMER | FALL | SPRING | TOTAL |
| 2010-2011 | 504 | 437 | 521 | 1462 |
| 2011-2012 | 569 | 398 | 462 | 1429 |
| 2012-2013 | 540 | 403 | 398 | 1341 |
| 2013-2014 | 288 | 178 | TBD | TBD |

| FISCAL YEAR | Courses | | | |
|-------------|---------|------|--------|-------|
| | SUMMER | FALL | SPRING | TOTAL |
| 2010-2011 | 100 | 73 | 87 | 260 |
| 2011-2012 | 67 | 67 | 79 | 213 |
| 2012-2013 | 93 | 68 | 60 | 221 |
| 2013-2014 | 58 | 36 | TBD | TBD |

This has resulted in significant financial losses for 2012-2013 and the summer of 2013.

| Net Profit (Loss) | |
|--------------------------|---------------------|
| FISCAL YEAR | PROFIT(LOSS) |
| 2008-2009 | \$ (6,711) |
| 2009-2010 | \$ 51,888 |
| 2010-2011 | \$ 20,579 |
| 2011-2012 | \$ 25,667 |
| 2012-2013 | \$ (26,316) |

For the Summer School Program for 2013, the Finance Office reported a net loss of (\$3,274) compared to a net profit of \$21,830 for 2012. We have normally made a significant profit for the Summer School Program. With the large net loss this summer, it appears the overall net loss will be significantly higher in 2013-2014 without any changes in the Adult and Continuing Education Program.

We did recently implement an on-line collection of money. This should result in better accounting and auditing of the program; better controls of revenues (approximately \$170,000); reduced costs due to efficiencies; opportunity to eliminate the costly printing and mailing of the course catalog by using the on-line system; more efficiency and better reporting from the on-line system. In addition, we have required all contracts be signed by instructors in advance of the course. This will let the Director of Finance and Administration and I review and approve all courses and instructor payments in advance of the course.

I had a survey sent out. The preliminary results of the survey indicate a number of respondents were not interested in the courses offered, thought the prices were too high in many cases, and expressed a desire to take courses at different times. I plan to seek more input from the community. We need to enhance our visibility as well as make sure the Program is financially viable.

I will be presenting a PowerPoint presentation at our meeting and seek your input.

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



*Michael R. Nast
Interim Superintendent of Schools*

*Michael.Nast@reg5.k12.ct.us
phone: (203) 397-4811
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**REGULAR BOARD OF EDUCATION MEETINGS
2014**

Regular meetings of the Amity Regional School District #5 Board of Education are held the second Monday of every month, unless otherwise noted. All meetings, with the exceptions of February and October, 2014, will be held in the designated room at Amity High School, located at 25 Newton Road, Woodbridge, CT 06525. Meetings will begin at 6:30 p.m.

| | | | |
|--------|---|-----------|---|
| Monday | - | January | 13, 2014 |
| Monday | - | February | 10, 2014 (Exception) At Amity Middle School, Orange 100 Ohman Ave. Orange, CT 06477 |
| Monday | - | March | 10, 2014 |
| Monday | - | April | 21, 2014 (Exception) |
| Monday | - | May | 12, 2014 |
| Monday | - | June | 9, 2014 |
| Monday | - | August | 11, 2014 |
| Monday | - | September | 8, 2014 |
| Monday | - | October | 20, 2014 (Exception) At Amity Middle School, Bethany 190 Luke Hill Rd. Bethany, CT 06524 |
| Monday | - | November | 10, 2014 |
| Monday | - | December | 8, 2014 |
| Monday | - | January | 12, 2015 |

Respectfully submitted,

Michael R. Nast
Interim Superintendent of Schools

Approved:

PROPOSED 10-21-2013

Continuously enhance Curriculum, Teaching and Assessment practices to best prepare students with knowledge and skills to succeed in the 21st Century

| Objective | Person(s) Responsible | Time Frame | Resources | Evaluation |
|--|---|------------|---|--|
| Continuously improve curriculum, instruction, professional development and assessment, as well as student identification and placement practices based upon collection, analysis and reflection of student outcome data. | Superintendent Director of Curriculum Building Administration Department Heads Pupil Services Administration Team and Content Leaders Teachers | Ongoing | Professional development Common Formative Assessment's Standardized assessment data Differentiated Instruction Atlas Curriculum software Professional Learning Communities | Standardized Formative Assessments for use in teacher evaluation model Expand CFA database in IPass to middle schools Complete input of curriculum into Atlas at the High School Continue process of full implementation of Atlas at the Middle Schools Implement new teacher evaluation model in compliance with State requirements |

| Objective | Person(s) Responsible | Time Frame | Resources | Evaluation |
|---|---|-------------------|---|---|
| Continue to develop and implement content specific print, digital and information literacy strategies across the curriculum, consistent with The Common Core Standards. | Superintendent Director of Curriculum Building Administration Department Heads Content and Team Leaders Teachers Paraprofessionals | Ongoing | Reading specialists consult with content teachers. Literacy teams in all buildings Literacy specialists assigned to each H.S. Department District literacy committee Administrative oversight | ELA curriculum aligned with Common Core standards Formative and standardized assessment data with Common Core standards integrated Strategies aligned with Common Core Standards Direct Observation Examination of student work |
| Continue to enhance teachers', paraprofessionals' and administrators' knowledge and skills to keep pace with advances in instructional technology | Superintendent Director of Curriculum Administration District Content-Coach Computer Educator Technology Committee Teachers | Ongoing | Purchase appropriate technological hardware and software and subscriptions. Purchase online subscriptions instead of textbooks wherever feasible. Professional development for teachers | Existing and emerging technology more infused in instruction across the curriculum as determined by direct observation Monitor instructional use of tablet technology and bring your own device approach Monitor learning outcomes |

| Objective | Person(s) Responsible | Time Frame | Resources | Evaluation |
|--|--|----------------|--|---|
| <p>Continue process of preparing students with knowledge and skill necessary to perform at their very best on standardized tests with focus on weak areas as determined by results</p> | <p>Superintendent Building Administration Director of Curriculum Director of Pupil Services Department Heads Team and Content Leaders Teachers</p> | <p>Ongoing</p> | <p>Administrative monitoring of plan implementation</p> | <p>Analysis of standardized test results will be used to adjust the plan for individual students, students in aggregate as well as the system</p> <p>Prepare for new assessments developed by CDSE by piloting sample questions</p> <p>Results will be reported publicly (CMT/CAPT)</p> <p>Gates-MacGinitie On-line Reading Tests to be administered to students in Grades 7-12 Fall and Spring per the Teacher Evaluation Plan</p> |
| <p>Identify and implement new methods of encouraging students to engage in Science Technology Engineering and Mathematics (STEM) education</p> | <p>Superintendent Director of Curriculum Building Administration Dept. Heads Counselors Teachers STEM Coordinators</p> | <p>Ongoing</p> | <p>Internal staff, Club Advisors - stipends Field Trip Funding</p> | <p>Increased enrollment in high school science courses.</p> <p>Creation of new electives in math with sufficient enrollment.</p> <p>Work w/BOWA Districts and ACES Science Literacy Council</p> <p>Creation of and participation in STEM-oriented clubs</p> <p>Increase interdisciplinary connections among STEM curriculum and instruction</p> |

| Objective | Person(s) Responsible | Time Frame | Resources | Evaluation |
|--|---|------------|---|---|
| Develop and implement district-wide Culture Project with the goal of increasing positive interactions among all members of the Amity community | Superintendent Director of Pupil Services Administrators All staff Bus drivers Community | Ongoing | Local and CSDE developed model District Coordinator Naviance Survey Monkey | Survey data indicating improved positive interactions, connections and healthy behaviors among members of the Amity community |

Continuously Improve Operations to Ensure Greatest Efficiency and Effectiveness

| Objective | Person(s) Responsible | Time Frame | Resources | Evaluation |
|---|---|-----------------------------------|---|---|
| Continuous improvement of financial procedures to be fully consistent with the highest quality management standards | Superintendent Director of Finance & Administration Finance Manager and staff | Ongoing | Ongoing professional development on all MUNIS modules. | Audit of 2013 with no major findings |
| Continuous improvement of non-educational operation, e.g., facilities, to ensure highest quality practices and procedures | Superintendent Director of Finance & Administration, Director of Facilities | Ongoing | As identified in the 5-year Capital Plan | Tools for Schools reports Health & Safety Committee Reports |
| Conduct enrollment study to address projected decline beginning in 2014-2015 | Superintendent | November 2013 to March 2014 | NESDEC Enrollment Projection | 5- Year Forecast, including enrollment and staffing |
| Implement PowerSchool | Superintendent Director of Finance & Administration Director of Technology District Content-Coach Computer Educator Administrators | October 2013 to July 2014 | Director of Technology District Content-Coach Computer Educator Building Technology Coordinators | Full implementation of PowerSchool by administrators, teachers, students, and parents |

**STUDENT ASSESSMENT,
ACCOUNTABILITY,
AND EDUCATOR EVALUATION FLEXIBILITIES**

CSDE WAIVER ON PROVISIONS OF TITLE I

1. Student Assessment Options
2. District and School Accountability
3. Educator Evaluation and Support

LEAs to inform CSDE of choices upon federal approval:

- (i) which assessments to administer in 2013-2014
- (ii) will Amity Regional School District No. 5 utilize state assessment data in educator and support system in 2013-2014

STUDENT ASSESSMENT OPTIONS FOR 2013-2014:

| Grades 3-8 Assessment Options Choose ONE | High School Assessment Options Choose ONE |
|---|--|
| <ul style="list-style-type: none"> • CMT Grade 3-8 ELA and Math <li style="text-align: center;">OR • Smarter Balanced Field Test (SB-FT) Grades 3-8 ELA and Math <li style="text-align: center;">OR • CMT AND Smarter Balanced Field Test (SB-FT) | <ul style="list-style-type: none"> • CAPT Grade 10 ELA and Math <li style="text-align: center;">OR • SB-FT Grade 11 ELA and Math <li style="text-align: center;">OR • CAPT AND SB-FT |
| ❖ REQUIRED: CMT Grades 5-8 Science Continued to be administered in March | ❖ REQUIRED: CAPT Grades 10 Science Continued to be administered in March |

Key Points for Student Assessment Options

- All assessments will be on Smarter Balanced for 2014-2015
- Data from SB-FT available in Fall 2014
- SB-FT window – February to June 2014
- CMT/CAPT testing window will continue to be March 2014
- SB-FT will not be adaptive for the field test: CMT will be timed and not adaptive
- Guidance on English Language Learners exit criteria for SB-FT will be forthcoming
- Technology needs to be in place to take SB-FT; no paper and pencil option
- CMT/CAPT skills checklist – paper and pencil – Last year for Skills Checklist
- MAS administered using on-line portal

District Choice form due October 18th

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



Mr. Michael Nast
Interim Superintendent of Schools

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October 21, 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

Anthony Carbone & John Peschell – Split – Asst. Girls' Ice Hockey

Amity Reg. Middle Schools – Bethany / Orange - NONE

Resignation(s) - NONE

Retirement(s):

Vicenta Gibbons – Asst. Principal – Amity Reg. Middle School – Orange Campus (1-1-14)

Roseanne Esposito – 10-mn. Secretary – Career Center – Amity Reg. High School (11-15-13)

MRN/pfc

Enrollment October 1, 2013

| TOWN | Elementary EOW (PreK-6) | | | | | | | | | | | Amity District 5 (7-12) | | | | | Outside Placements | V0-AG/ Magnet | ADU | Open Choice by School | Tuition by School | Exchange Students | Total |
|-----------------|-------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------------------|-----|-----|--|---|--------------------|----------------------------|----------------------------|----------------------------|-------------------|-------------------|-------|
| | Pre-K | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Gr. 7 | Gr. 8 | | | | | | | |
| Bethany | 13 | 45 | 61 | 46 | 57 | 60 | 72 | 82 | 86 | 68 | 76 | 72 | 92 | 89 | Gr. 7: 1 Gr. 8: 1 Gr. 9: 2 Gr. 10: 0 Gr. 11: 0 Gr. 12: 0 Total: 4 | Gr. 9: 0 Gr. 10: 3 Gr. 11: 0 Gr. 12: 2 Total: 5 | 492 | Bethany Middle Total: 3 | Bethany Middle Total: 2 | Bethany Middle Total: 0 | 497 | | |
| Orange | 28 | 106 | 163 | 163 | 163 | 192 | 180 | 196 | 192 | 186 | 168 | 194 | 202 | 202 | Gr. 7: 0 Gr. 8: 7 Gr. 9: 0 Gr. 10: 2 Gr. 11: 1 Gr. 12: 4 Total: 14 | Gr. 9: 1 Gr. 10: 2 Gr. 11: 0 Gr. 12: 2 Total: 5 | 1,163 | Orange Middle Total: 7 | Orange Middle Total: 0 | Orange Middle Total: 0 | 1,170 | | |
| Woodbridge | 19 | 117 | 100 | 104 | 93 | 120 | 118 | 97 | 114 | 115 | 100 | 120 | 123 | 125 | Gr. 7: 0 Gr. 8: 0 Gr. 9: 0 Gr. 10: 2 Gr. 11: 1 Gr. 12: 5 Total: 8 | Gr. 7: 0 Gr. 8: 1 Gr. 9: 0 Gr. 10: 0 Gr. 11: 1 Gr. 12: 1 Total: 3 | 708 | High School Total: 6 | High School Total: 9 | High School Total: 2 | 725 | | |
| Category Totals | 60 | 268 | 324 | 313 | 313 | 372 | 370 | 375 | 392 | 369 | 344 | 386 | 417 | 416 | 26 | 13 | 2363 | 16 | 11 | 2 | 2392 | | |

GRAND TOTAL FOR GRADES 7-12: 2,392

Grade 7 Orange Resident attends AMSB
 Grade 8 Woodbridge Resident attends AMSO
 Counts have been adjusted to include these students.

| | |
|-----------------------|-------------|
| Bethany Elementary | 436 |
| Orange Elementary | 1191 |
| Woodbridge Elementary | 763 |
| TOTAL | 2390 |

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: Michael R. Nast, Interim Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: ED-099 Agreement for Child Nutrition Programs
Date: September 27, 2013

We need a Board Resolution to authorize you as a signer of the Authorized Signatures Change Form.

The following motion needs to be passed:

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.

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: Michael Nast, Interim Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Award of Contracts of \$35,000 or More
Date: October 3, 2013

Replacement of District Offices Air Handler:

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 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. The next Board meeting will not be held until October 21, 2013. To avoid any further delays, you authorized the awarding of the bid to the low bidder as an emergency procurement. You notified Chairman William Blake and he concurred with your decision.

Below is the relevant wording from the Board Policy 3320-Purchasing Procedures:

Procurements Pertaining to Public Emergencies

Notwithstanding any other provisions of this policy, the Superintendent of Schools may authorize the Director of Finance and Administration to make emergency procurements when there exists a threat to the lives, health, property, welfare or safety of the students and/or staff of the District.

(A) Determination of Public Emergency. To so authorize such emergency procurements, the Superintendent of Schools shall act in accordance with a determination of public emergency by: (1) the President of the United States; or, (2) the Governor of the State of Connecticut; or, (3) the Chief Elected Official of Bethany, Orange or Woodbridge; (4) Director of Health; (5) Chief of Police or Fire Chief of Bethany, Orange, or Woodbridge; or (6) consultation with the Chairman of the Amity Regional Board of Education or his/her designee.

There is no requirement for the Amity Board of Education to take action.

Background Information:

Four vendors submitted bids. The bids ranged from \$197,800 to \$239,948. Facilities Director Jim Saisa and I negotiated with the low bidder, Air Temp Mechanical Services, Inc. of Southington, Connecticut. We agreed to make some modifications to the specifications 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.

We discovered the budget for the project was too low. We still need to pay \$17,500 for roof work over and above the estimate for the job. Also, there will be additional engineering services amounting to \$6,950. We 'covered' these additional costs without any budget transfers, as follows:

1. We did not need to use the entire budget for the digital art and music lab. Instead of using outside contractors to complete the demolition, we used in-house personnel and removed all old photography equipment (vent hoods, turnstile doors, plumbing, etc.), retiled the floors with attic stock we had, did the electrical work in-house, and repainted the whole complex with our staff. Also, we decided not to install the new glass doors between the two rooms as the High School administration preferred to keep it open for classroom and lecture use. This saved \$14,190;
2. We charged the engineering administration services for the project of \$6,950 to Other Professional and Technical Services;
3. The remaining costs of \$3,310 will be charged to facilities 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 | AUG '13 FORECAST | CHANGE INCR./ (DECR.) | SEP '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 | 218,032 | 58,861 | 276,893 | 58,861 | FAV |
| 3 | OTHER STATE GRANTS | 765,581 | 876,597 | 586,870 | 43,824 | 630,694 | (245,903) | UNF |
| 4 | MISCELLANEOUS INCOME | 406,499 | 56,000 | 56,000 | (8,597) | 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 | 44,188,728 | 94,088 | 44,282,816 | (195,639) | UNF |
| 7 | SALARIES | 22,915,705 | 23,516,038 | 23,436,266 | (36,165) | 23,400,101 | (115,937) | FAV |
| 8 | BENEFITS | 5,050,580 | 5,256,101 | 5,240,575 | (7,738) | 5,232,837 | (23,264) | FAV |
| 9 | PURCHASED SERVICES | 6,111,198 | 6,974,367 | 6,603,340 | 50,613 | 6,653,953 | (320,414) | 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 | 3,077,067 | 10,767 | 3,087,834 | (8,851) | FAV |
| 12 | EQUIPMENT | 154,862 | 324,479 | 302,629 | 0 | 302,629 | (21,850) | FAV |
| 13 | IMPROVEMENTS / CONTINGENCY | 47,297 | 247,006 | 232,006 | (7,010) | 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 | 43,958,427 | 10,467 | 43,968,894 | (509,561) | FAV |
| 18 | SUBTOTAL | 334,098 | 0 | 230,301 | 83,621 | 313,922 | 313,922 | 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 | 230,301 | 83,621 | 313,922 | 313,922 | 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 2012-2013 | | COLUMN 2 2013-2014 | | COLUMN 3 AUG '13 | | COLUMN 4 CHANGE | | COLUMN 5 SEP '13 | | COLUMN 6 VARIANCE | | COLUMN 7 | |
|------|-----------------------------------|-----------------------|------------|-----------------------|------------|---------------------|----------|--------------------|---------------|---------------------|-----------|----------------------|--------------|----------|-----|
| | | UNAUDITED | BUDGET | BUDGET | BUDGET | FORECAST | FORECAST | INCR./(DECR.) | INCR./(DECR.) | FORECAST | FORECAST | OVER/(UNDER) | OVER/(UNDER) | FAV | UNF |
| 1 | BETHANY ALLOCATION | 8,583,949 | 8,670,180 | 8,670,180 | 8,670,180 | 0 | 0 | 0 | 0 | 8,670,180 | 0 | 0 | FAV | | |
| 2 | ORANGE ALLOCATION | 20,669,164 | 21,602,772 | 21,602,772 | 21,602,772 | 0 | 0 | 0 | 0 | 21,602,772 | 0 | 0 | FAV | | |
| 3 | WOODBRIAGE ALLOCATION | 12,374,107 | 12,987,101 | 12,987,101 | 12,987,101 | 0 | 0 | 0 | 0 | 12,987,101 | 0 | 0 | FAV | | |
| 4 | MEMBER TOWN ALLOCATIONS | 41,627,220 | 43,260,053 | 43,260,053 | 43,260,053 | 0 | 0 | 0 | 0 | 43,260,053 | 0 | 0 | FAV | | |
| 5 | ADULT EDUCATION | 2,990 | 2,936 | 2,936 | 2,936 | 0 | 273 | 273 | 273 | 3,209 | 273 | 273 | FAV | | |
| 6 | PARKING INCOME | 31,562 | 30,000 | 30,000 | 30,000 | 0 | 0 | 0 | 0 | 30,000 | 0 | 0 | FAV | | |
| 7 | INVESTMENT INCOME | 358 | 1,500 | 1,500 | 1,500 | 0 | 0 | 0 | 0 | 1,500 | 0 | 0 | FAV | | |
| 8 | ATHLETICS | 22,372 | 23,500 | 23,500 | 23,500 | 0 | 0 | 0 | 0 | 23,500 | 0 | 0 | FAV | | |
| 9 | TUITION REVENUE | 110,859 | 86,382 | 86,382 | 86,382 | 0 | 58,588 | 58,588 | 58,588 | 144,970 | 58,588 | 58,588 | FAV | | |
| 10 | TRANSPORTATION INCOME | 66,123 | 73,714 | 73,714 | 73,714 | 0 | 0 | 0 | 0 | 73,714 | 0 | 0 | FAV | | |
| 11 | TRANSPORTATION BOWA AGREEMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | FAV | | |
| 12 | OTHER REVENUE | 234,264 | 218,032 | 218,032 | 218,032 | 0 | 58,861 | 58,861 | 58,861 | 276,893 | 58,861 | 58,861 | FAV | | |
| 13 | BESB GRANT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | FAV | | |
| 14 | SPECIAL EDUCATION GRANTS | 765,581 | 876,597 | 876,597 | 586,870 | 43,824 | 43,824 | 43,824 | 43,824 | 630,694 | (245,903) | (245,903) | UNF | | |
| 15 | OTHER STATE GRANTS | 765,581 | 876,597 | 876,597 | 586,870 | 43,824 | 43,824 | 43,824 | 43,824 | 630,694 | (245,903) | (245,903) | UNF | | |
| 16 | RENTAL INCOME | 31,357 | 29,000 | 29,000 | 29,000 | 0 | 0 | 0 | 0 | 29,000 | 0 | 0 | FAV | | |
| 17 | CAPITAL RESERVE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | FAV | | |
| 18 | CONSTRUCTION SINKING DEBT FUND | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | FAV | | |
| 19 | DESIGNATED FROM PRIOR YEAR | 300,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | FAV | | |
| 20 | EARLY RETIREE REINSURANCE PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | FAV | | |
| 21 | OTHER REVENUE | 75,142 | 27,000 | 27,000 | 27,000 | (8,597) | (8,597) | (8,597) | (8,597) | 18,403 | (8,597) | (8,597) | UNF | | |
| 22 | TRANSFER IN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | FAV | | |
| 23 | MISCELLANEOUS INCOME | 406,499 | 56,000 | 56,000 | 56,000 | (8,597) | (8,597) | (8,597) | (8,597) | 47,403 | (8,597) | (8,597) | UNF | | |
| 24 | BUILDING RENOVATION GRANTS | 286,347 | 67,773 | 67,773 | 67,773 | 0 | 0 | 0 | 0 | 67,773 | 0 | 0 | FAV | | |
| 25 | TOTAL REVENUES | 43,319,911 | 44,478,455 | 44,188,728 | 44,188,728 | 94,088 | 94,088 | 94,088 | 94,088 | 44,282,816 | (195,639) | (195,639) | 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 | AUG '13 FORECAST | CHANGE INCR./(DECR.) | SEP '13 FORECAST | VARIANCE OVER/(UNDER) | FAV UNF |
| 1 | 5111-CERTIFIED SALARIES | 19,299,777 | 19,712,301 | 19,642,391 | (22,483) | 19,619,908 | (92,393) | FAV |
| 2 | 5112-CLASSIFIED SALARIES | 3,615,928 | 3,803,737 | 3,793,875 | (13,682) | 3,780,193 | (23,544) | FAV |
| 3 | SALARIES | 22,915,705 | 23,516,038 | 23,436,266 | (36,165) | 23,400,101 | (115,937) | FAV |
| 4 | 5200-MEDICARE - ER | 298,493 | 310,765 | 305,274 | (471) | 304,803 | (5,962) | FAV |
| 5 | 5210-FICA - ER | 228,835 | 235,430 | 234,033 | (361) | 233,672 | (1,758) | 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 | 50,263 | (5,814) | 44,449 | (5,814) | FAV |
| 10 | 5275-DISABILITY INSURANCE | 10,427 | 10,615 | 10,615 | (1,092) | 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 | BENEFITS | 5,050,580 | 5,256,101 | 5,240,575 | (7,738) | 5,232,837 | (23,264) | FAV |
| 17 | 5322-INSTRUCTIONAL PROG IMPROVEMENT | 17,393 | 11,564 | 11,564 | 8,000 | 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 | 1,072,736 | 27,000 | 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 | 2,293,133 | 7,208 | 2,300,341 | (193,212) | 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 | 2,710,491 | 8,405 | 2,718,896 | (177,478) | FAV |
| 25 | 5590-OTHER PURCHASED SERVICES | 83,398 | 99,323 | 99,323 | 0 | 99,323 | 0 | FAV |
| 26 | PURCHASED SERVICES | 6,111,198 | 6,974,367 | 6,603,340 | 50,613 | 6,663,953 | (320,414) | 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 2012-2013 | | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 | | COLUMN 7 |
|------|--|-----------------------|------------|------------|---------------------|--------------------------|---------------------|--------------------------|-----|----------|
| | | UNAUDITED | BUDGET | 2013-2014 | AUG '13 FORECAST | CHANGE INCR./ (DECR.) | SEP '13 FORECAST | VARIANCE OVER/(UNDER) | UNF | |
| 27 | 5830-INTEREST | 1,655,560 | 1,603,406 | 1,603,406 | 0 | 0 | 1,603,406 | 0 | FAV | |
| 28 | 5910-REDEMPTION OF PRINCIPAL | 3,780,303 | 3,313,273 | 3,313,038 | 0 | 0 | 3,313,038 | 2,765 | UNF | |
| 29 | DEBT SERVICE | 5,435,863 | 4,913,679 | 4,916,444 | 0 | 0 | 4,916,444 | 2,765 | UNF | |
| 30 | 5410-UTILITIES, EXCLUDING HEAT | 747,312 | 811,240 | 821,622 | 0 | 0 | 821,622 | 10,382 | UNF | |
| 31 | 5420-REPAIRS, MAINTENANCE & CLEANING | 734,851 | 678,797 | 678,797 | 7,680 | 7,680 | 686,477 | 7,680 | UNF | |
| 32 | 5611-INSTRUCTIONAL SUPPLIES | 354,114 | 387,620 | 387,620 | (8,857) | (8,857) | 378,763 | (8,857) | FAV | |
| 33 | 5613-MAINTENANCE/CUSTODIAL SUPPLIES | 180,396 | 189,355 | 189,355 | 3,087 | 3,087 | 192,442 | 3,087 | UNF | |
| 34 | 5620-OIL USED FOR HEATING | 38,330 | 135,500 | 135,500 | 0 | 0 | 135,500 | 0 | FAV | |
| 35 | 5621-NATURAL GAS | 92,464 | 125,000 | 110,000 | 0 | 0 | 110,000 | (15,000) | FAV | |
| 36 | 5627-TRANSPORTATION SUPPLIES | 188,718 | 183,803 | 183,803 | 0 | 0 | 183,803 | 0 | FAV | |
| 37 | 5641-TEXTS & DIGITAL RESOURCES | 102,003 | 90,204 | 90,204 | 0 | 0 | 90,204 | 0 | FAV | |
| 38 | 5642-LIBRARY BOOKS & PERIODICALS | 21,236 | 21,607 | 21,607 | 0 | 0 | 21,607 | 0 | FAV | |
| 39 | 5690-OTHER SUPPLIES | 519,403 | 473,559 | 458,559 | 8,857 | 8,857 | 467,416 | (6,143) | FAV | |
| 40 | SUPPLIES (INCLUDING UTILITIES) | 2,978,827 | 3,096,685 | 3,077,067 | 10,767 | 10,767 | 3,087,834 | (8,851) | FAV | |
| 41 | 5730-EQUIPMENT - NEW | 97,875 | 105,519 | 105,519 | 0 | 0 | 105,519 | 0 | FAV | |
| 42 | 5731-EQUIPMENT - REPLACEMENT | 56,987 | 218,960 | 197,110 | 0 | 0 | 197,110 | (21,850) | FAV | |
| 43 | EQUIPMENT | 154,862 | 324,479 | 302,629 | 0 | 0 | 302,629 | (21,850) | FAV | |
| 44 | 5715-IMPROVEMENTS TO BUILDING | 0 | 48,006 | 48,006 | 0 | 0 | 48,006 | 0 | FAV | |
| 45 | 5720-IMPROVEMENTS TO SITES | 47,297 | 49,000 | 34,000 | 4,990 | 4,990 | 38,990 | (10,010) | FAV | |
| 46 | 5850-CONTINGENCY | 150,000 | 150,000 | 150,000 | 0 | 0 | 150,000 | 0 | FAV | |
| 47 | TRSF. FROM CONTINGENCY TO OTHER ACCTS. | (150,000) | 0 | 0 | (12,000) | (12,000) | (12,000) | (12,000) | FAV | |
| 48 | 5855-CAPITAL RESERVE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | FAV | |
| 49 | IMPROVEMENTS / CONTINGENCY | 47,297 | 247,006 | 232,006 | (7,010) | (7,010) | 224,996 | (22,010) | FAV | |
| 50 | 5580-STAFF TRAVEL | 19,255 | 21,568 | 21,568 | 0 | 0 | 21,568 | 0 | FAV | |
| 51 | 5581-TRAVEL - CONFERENCES | 12,701 | 23,624 | 23,624 | 0 | 0 | 23,624 | 0 | FAV | |
| 52 | 5810-DUES & FEES | 82,031 | 104,908 | 104,908 | 0 | 0 | 104,908 | 0 | FAV | |
| 53 | DUES AND FEES | 113,987 | 150,100 | 150,100 | 0 | 0 | 150,100 | 0 | FAV | |
| 54 | 5856-TRANSFER ACCOUNT | 177,494 | 0 | 0 | 0 | 0 | 0 | 0 | FAV | |
| 55 | ESTIMATED UNSPENT BUDGETS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | FAV | |
| 56 | TOTAL EXPENDITURES | 42,985,813 | 44,478,455 | 43,958,427 | 10,467 | 10,467 | 43,968,894 | (509,561) | 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

SEPTEMBER 2013

2013-2014 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is \$313,922 FAV (previously \$230,301 FAV), which appears on page 1, column 6, line 18.

REVENUES BY CATEGORY

The projected yearend balance of revenues is \$195,639 (previously \$289,727 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 and State Treasurer's Investment Fund (STIF) was 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 *\$509,561 FAV (previously \$520,028 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 | \$ 534,858 | \$ 367,223 | \$ 167,635 UNF |
| August | \$ 423,386 | \$ 324,767 | \$ 98,619 UNF |
| September | \$ 276,685 | \$ 242,405 | \$ 34,280 UNF |
| October | \$ | \$ 246,338 | |
| 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), and Voluntary Incentive Retirement Plan payouts less employees' and retirees' premium share, claims paid by grants, and transfers from OPEB Trust to pay the 'implicit rate subsidy'.

CLAIMS ONLY

| | 2013-2014 | 2013-2014 | 2012-2013 |
|--------------|----------------------|----------------------|----------------------|
| <u>Month</u> | <u>Actual Claims</u> | <u>Budget Claims</u> | <u>Actual Claims</u> |
| July | \$ 430,267 | \$ 319,749 | \$ 157,090 |
| August | \$ 381,505 | \$ 319,749 | \$ 277,965 |
| September | \$ 306,378 | \$ 319,749 | \$ 184,534 |
| October | \$ | \$ 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 | \$ | \$ <u>319,753</u> | \$ <u>425,303</u> |
| | | <u>\$3,836,992</u> | <u>\$3,306,146</u> |

Self-Insurance Fund Reserve Balance

| | |
|---------------------------------|--------------------|
| ERRP | \$ 63,956 |
| Implicit Rate Subsidy | \$ 394,346 |
| Net 2012-2013 Balance | \$ <u>156,263</u> |
| Reserve Balance, June 30, 2013 | \$ 614,565 |
| Over / (Under) 2013-2014 Budget | (<u>300,534</u>) |
| Projected, June 30, 2014 | \$ <u>314,031</u> |
| Budget Target, June 30, 2014 | \$ <u>754,824</u> |

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 is requested 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 is requested 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 **\$193,212 FAV** (previously **\$200,420 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 *\$177,478 FAV (previously \$185,883)*.

Tuition for the vo-ag schools has a projected variance of *\$71,670 FAV (previously \$87,654 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 | 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 | 11 |

Public (ACES) and private out-of-district placements has a projected favorable variance of *\$102,046 FAV (\$94,467 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 | 5(4) |
| Private SPED | 20.5 | 21 | 24 | 21 | 22 | 21 |
| Totals | 27.5 | 27 | 30 | 29 | 30 | 26(25) |

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 3,927,772 at an average price of \$0.1634 per kilowatt hour. Thus, Facilities Director is projecting an unfavorable variance of \$20,000 UNF.

Sewer billings are based on last year's water usage. We are forecasting a favorable variance of \$9,618 FAV.

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

A budget transfer of \$7,680 UNF is requested 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 is requested 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 request 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. *If the proposed budget transfer is approved, the balance would be \$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 & 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 | 05142510 | 5690 | OTHER SUPPLIES | \$ -1,320.00 Book Truck |
| July 2013 | 69 | 05142510 | 5690 | OTHER SUPPLIES | \$ -272.00 Book Truck shipping |
| 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 | 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 | 05142350 | 5730 | EQUIPMENT - NEW | \$ 2,152.00 purchase scantron scanner |
| September 2013 | 110 | 03111009 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -2,152.00 purchase scantron scanner |
| September 2013 | 163 | 02132220 | 5330 | OTHER PROFESSIONAL & TECH SRVC | \$ 900.00 Reverse Dup #46 |
| September 2013 | 163 | 02132220 | 5642 | LIBRARY BOOKS & PERIODICALS | \$ -900.00 Reverse Dup #46 |

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: 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 7, 2013

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

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 Kathi Fuller-Cutler reported 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, you had Fuss & O'Neill perform 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 will not be necessary. The budget of \$15,000 for the re-sodding will not be used. We would like to use a portion of these funds to cover the costs of the air quality testing and dehumidifiers.

#1 - Move to make the following budget transfer to cover the costs of the air quality testing and purchase of dehumidifiers:

| ACCOUNT NUMBER | ACCOUNT NAME | FROM | TO |
|-----------------------|---------------------------------|-------------|-----------|
| 05-14-2600-5720 | Improvements to Sites | \$10,767 | |
| 05-14-2600-5420 | Repairs, Maintenance & Cleaning | | \$7,680 |
| 02-14-2600-5613 | Maintenance/Custodial Supplies | | \$3,087 |

Special Education Transportation:

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

#2 - Move to make the following budget transfer to cover the costs of special education transportation:

| ACCOUNT NUMBER | ACCOUNT NAME | FROM | TO |
|-----------------|----------------------|----------|----------|
| 04-12-6110-5510 | Pupil Transportation | \$12,425 | |
| 05-14-2700-5512 | Pupil Transportation | | \$12,425 |

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 2013-14 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.

#3 - Move to make the following budget transfer to cover the participation fee for ACES Consortium membership from July 1, 2013 through June 30, 2014:

| ACCOUNT NUMBER | ACCOUNT NAME | FROM | TO |
|-----------------|-----------------------------------|---------|---------|
| 05-13-2212-5111 | Certified Salaries | \$8,000 | |
| 05-13-2212-5322 | Instructional Program Improvement | | \$8,000 |

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 Amity 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, Connecticut. 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 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.

#4 - Move to make the following budget transfer of \$4,990 to purchase an additional 40 feet of netting from The Frankson Fence Company:

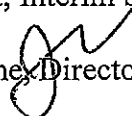
| ACCOUNT NUMBER | ACCOUNT NAME | FROM | TO |
|---------------------------|----------------------------------|-------------|-----------|
| 03-11-3202-5420 | Repairs – Maintenance & Cleaning | \$4,990 | |
| 03-14-2600-5720 | Improvements to Sites | | \$4,990 |

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: Michael Nast, Interim Superintendent of Schools
From: Jack B. Levine,  Director of Finance and Administration
Re: New Funding Requests for Fiscal Year
Date: October 4, 2013

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

Orange Middle School HVAC Evaluation:

We would like to 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.

#1 – Move to make the following budget transfer of \$12,000 to pay vanZelm Engineers of Farmington, Connecticut, to provide engineering services to evaluate the HVAC systems at Orange Middle School:

| ACCOUNT NUMBER | ACCOUNT NAME | FROM | TO |
|-----------------|-------------------------------------|----------|----------|
| 05-15-0000-5850 | Contingency Account | \$12,000 | |
| 05-14-2310-5330 | Other Professional & Technical Svcs | | \$12,000 |

CONTINGENCY ACCOUNT RECAP

| | | |
|-----------------|---|-------------------------|
| Budget | | \$150,000 |
| <i>October:</i> | <i>Orange Middle School HVAC Evaluation</i> | <u><i>\$ 12,000</i></u> |
| <i>Balance</i> | | <u><i>\$138,000</i></u> |

Levine, Jack

From: Amanda L. Backhaus [abackhaus@mahoneysabol.com]
Sent: Thursday, September 26, 2013 10:24 AM
To: Levine, Jack
Subject: Status Update
Attachments: Amity Audit Status Report 9.27.13.xls

Amanda L. Backhaus, CPA

Audit Manager

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AMITY REGIONAL SCHOOL DISTRICT NO. 5
AUDIT STATUS REPORT
JUNE 30, 2013

Status Report as of September 27, 2013

| | % | |
|--|-----------------|--|
| | COMPLETE | STATUS/ISSUES |
| Planning Procedures | 100% | No issues noted. |
| Documentation and Testing of Internal Control | | |
| Documentation of internal control and system walk throughs | 100% | No issues noted. Student activity fund policies and procedures appear comprehensive and adequate to mitigate the risk of misstatement. |
| Non-Payroll Expenditure Testing | 100% | No issues noted |
| Payroll Expenditure Testing | 100% | No issues noted |

| | % | |
|---|-----------------|---|
| | COMPLETE | STATUS/ISSUES |
| Major Federal Program Compliance Testing | | |
| IDEA | 100% | Testing complete. See Other comments below. |

| | % | |
|---|-----------------|---|
| | COMPLETE | STATUS/ISSUES |
| Major State Program Compliance Testing | | |
| Interdistrict Cooperative Grant | 100% | Testing complete. See Other comments below. |
| Open Choice | 100% | Testing complete. No issues noted. |

| | % | |
|---|-----------------|--|
| | COMPLETE | STATUS/ISSUES |
| Opinion Unit Substantive Testing | | |
| Government-wide | 75% | Testing in progress |
| General Fund | 100% | Testing complete. Manager and partner review in process. |
| Internal Service Fund | 50% | Testing in progress |
| Aggregate Remaining Fund Information | 100% | Testing complete. Manager and partner review in process. |

| | | |
|----------------------------|------|---|
| Financial Reporting | | |
| Financial Statements | 0% | To be prepared once all substantive audit procedures are completed. |
| Single Audit Reports | 100% | Draft complete. Partner review to be completed once financial statements are drafted. |

- Items Needed for Completion of Audit**
- 1 Pension valuation disclosures from actuary (valuations completed, awaiting FY13 disclosure summaries)
 - 2 Claims incurred but not yet reported (IBNR) confirmation from Anthem
 - 3 Internal Service Fund revenue budget calculation
 - 4 US Bank bond confirmation - initial confirmation received was inadequate. We have been in touch with US Bank and a new confirmation is being processed at this time.

- Potential Audit Hold-ups**
- 1 No audit hold ups are anticipated.

- Other**
- 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.

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

Finance Committee 9/9/13

MINUTES

COMMITTEE MEMBERS PRESENT: Matthew Giglietti, John Grabowski, John A. Grasso, Jr., James Horwitz (5:45 p.m.), Joseph Nuzzo, James Stirling

COMMITTEE MEMBERS ABSENT: none

Also Present: Charles Britton, Jack Levine, Marianne Lippard, Michael Nast

A meeting of the Finance Committee of the Amity Regional Board of Education was held on Monday, September 9, 2013 at 5:30 p.m. in the Presentation Room at the District Offices.

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.
3. **Discussion and Possible Action on Minutes**
Finance Committee Meeting – August 12, 2013
Motion to approve the minutes as presented (Mr. Nuzzo, 2d Mr. Grabowski).
Vote in favor unanimous. *Motion passed.*
4. **Public Comment**
No members of the public addressed the Committee.
5. **Discussion of Proposed 2014-2015 Budget Calendar**
A budget calendar for 2014-2015 had been distributed to the Committee. Mr. Nast said that he is still trying to determine how to schedule the months of March and April, keeping in mind the transition anticipated with a new superintendent. The new superintendent may have other ideas. Mr. Levine noted that in the past, the town of Orange has been involved early in the process.

Mr. Giglietti said that he keeps the town of Woodbridge apprised of the budget process and any new developments with respect to the budget. The budget is decided at the referendum; there is no separate vote in Woodbridge. The accomplishments of the District over the year are examined as part of the budget review. He doesn't have any concerns about this budget calendar.

Mr. Stirling said that Bethany is usually flexible and he doesn't see any problems with the calendar either.

Mr. Nuzzo said that Orange would have preferences as for some of the dates. It would be a good idea to add a date after the Committee has looked at the budget

to get input from Orange to see if there are any questions. Mr. Stirling said that a February meeting for Orange would seem to make sense.

Mr. Levine noted that this calendar can be flexible. Dates can be changed, if needed.

The Committee agreed that the calendar looks good at this point.

6. Presentation of Annual Report on Reserve Fund for Capital and Nonrecurring Expenditures Fund

There was no discussion regarding the report.

7. Discussion of Monthly Financial Statements

Mr. Levine noted that by the next meeting he will have more numbers to share for a better analysis. He said that transportation for special education was down \$49,000, however, that number can easily shift.

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

There was no discussion.

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

Dr. Britton said that the new teacher evaluation plan will be measuring student growth. Teachers will be required to capture data on students. The Mathematics Department Chair, Frank Baretta, conducted extensive research over the spring of 2013. The research was designed to identify a data warehouse that will allow Amity teachers to capture student growth data. Scantron was identified as the system and vendor of choice. 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. These results will be organized by Common Core Standard, and allow teachers and administrators to evaluate student performance and growth against the standard. The system will help identify skills deficits on a cohort, subgroup, and individual student level. This capacity is critical as teachers and administrators monitor student progress against Student Learning Objectives (SLO's), and prepare students for the demands of the S-Bac assessment. This initial investment will provide Amity Regional High School with site licenses for the entire freshman class, as well as equipment and training.

Move to make the following budget transfer to purchase Scantron student licensing for software and on-site training for \$8,856.80 (Mr. Nuzzo, 2d Mr. Giglietti):

| <u>Account Number</u> | <u>Account Name</u> | <u>From</u> | <u>To</u> |
|-----------------------|------------------------|-------------|-----------|
| 03-14-2219-5611 | Instructional Supplies | \$8,857 | |
| 05-14-2350-5690 | Other Supplies | | \$8,857 |

Discussion: Mr. Stirling questioned what other companies can do this type of work. Dr. Britton noted that two other vendors were considered.

Vote in favor unanimous.

Motion passed.

Each administrator at Amity Regional High School will assume primary evaluator responsibility for an equal share of teachers and counselors at Amity Regional High School. This will increase the number of teachers and counselors each administrator has historically evaluated from 11 to 15 to 25 to 30. As per new evaluation guidelines, non-tenured teachers will receive three formal and four informal observations, all tenured teachers will receive one formal and four informal observations, and all teachers who need structured support will receive four formal and five informal observations. This will dramatically increase the amount of time administrators are in the classroom scripting and evaluating teacher performance online using the Bloomboard and CCT models. Each building administrator currently has a laptop computer circa 2007. These laptops are slow to load, battery life is minimal, and operating capacity has degraded over the lifetime of the system. New laptops are needed to support administrators as we capture and analyze teacher classroom performance using the online Bloomboard system.

Move to make the following budget transfer of \$6,472.00 to purchase five laptop computers (Mr. Giglietti, 2d Mr. Grabowski):

| <u>Account Number</u> | <u>Account Name</u> | <u>From</u> | <u>To</u> |
|-----------------------|----------------------------|-------------|-----------|
| 03-14-2219-5611 | Instructional Supplies | \$1,144 | |
| 03-14-1009-5611 | Instructional Supplies | \$4,000 | |
| 03-14-2120-5690 | Other Supplies | \$1,000 | |
| 03-14-2400-5550 | Communications – Tel Post. | \$ 328 | |
| 05-14-2350-5730 | Equipment – New | | \$6,472 |

Vote in favor: Matthew Giglietti, John Grabowski, John A. Grasso, Jr., Joseph Nuzzo, James Stirling

Vote opposed: none

Abstain: James Horwitz

Motion to add superintendent search to agenda (Mr. Giglietti, 2d Mr. Nuzzo).

Vote in favor unanimous.

Motion passed.

10. Superintendent Search

Mr. Nast said that a quote has been received for \$15,000 to hire a new search firm. Mr. Levine noted that he would need to determine which funds to use for this purpose.

Mr. Grasso said that the Board had decided to pursue an alternative search consultant. Mr. Giglietti questioned why CES was chosen. Mr. Nast said that

they have done other searches in the area and they work with retired superintendents. They are focused in Connecticut.

Mr. Stirling said that it was believed that CAGE would be a good fit.

Mr. Giglietti questioned the chances of finding someone in the middle of the academic year.

Mr. Nast said that it isn't typical, but it does happen. CES is comparable to ACES, but for the Fairfield County area.

Move to authorize the use of \$15,000 for the purpose of hiring an alternative search consultant (Mr. Grabowski, 2d Mr. Giglietti).

Discussion: Mr. Stirling said that this is a significant amount of money. Mr. Giglietti said that he doesn't believe so. He noted that Dr. Brady didn't apply for the superintendent job here, but was approached by a search consultant.

Vote in favor unanimous.

Motion passed.

11. Adjourn

Motion to adjourn the meeting at 6:05 p.m. (Mr. Giglietti, 2d Mr. Horwitz).

Vote in favor unanimous.

Motion passed; meeting adjourned.

Respectfully submitted,
Marianne Lippard, recording clerk