

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

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AMITY REGIONAL BOARD OF EDUCATION

December 9, 2013

A regular meeting of the Amity Regional Board of Education will be held on Monday, December 9, 2013, at 6:30 p.m., in the cafeteria at Amity Regional High School.


Agenda

1. Call to Order
2. Pledge of Allegiance
3. Election of Officers
4. Approval of Minutes
 - a. Regular BOE Meeting, November 11, 2013 (Enclosure)
5. Discussion on 2014-2015 Budget
6. Public Comment
7. Student Report
8. Superintendent's Report
 - a. Personnel Report (Enclosure)
 - b. Other
9. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Curriculum
 4. Facilities

- 5. Finance
 - a. Discussion and Possible Action on Contracts of \$35,000 or More
 - b. Discussion of Monthly Financial Statements
 - c. Director of Finance and Administration Approved Transfers Under \$3,000
 - d. Discussion and Possible Action on New Funding Request
 - e. Presentation of Amity Audit Status Report
- 6. Policy
- 7. Personnel
 - a. Executive Session – Negotiations
 - b. Discussion and Possible Action to Approve the Amity Regional School District No. 5 Administrators' 2014-2017 Contract

10. Items for the Next Agenda

11. 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 lifelong learner and a literate, caring, creative and effective world citizen." District Mission statement

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

MINUTES

AMITY BOARD MEMBERS PRESENT: William Blake, Christopher Browe, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Rita Gedansky, John A. Grasso, Jr., James Horwitz, Thomas Hurley, Tracey Lane Russo, James Stirling

AMITY BOARD MEMBERS ABSENT: Julie Altman

Staff Members Present: Charles Britton, Richard Dellinger, Shawn DeRosa, Vi Gibbons, Jack Levine, Marianne Lippard, Marie McPadden, Michael Nast, Mary Raiola

Also Present: Patrick Dudley; other members of the Public

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

1. **Call to Order:** William Blake called the meeting to order at 6:34 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Recognition of CAPSS (Connecticut Association of Public School Superintendents) Award Recipients**
The Board recognized recipients of the Connecticut Association of Public School Superintendents Award from each school.

At Amity Middle School in Bethany, Morgan Meehan and Andrew Burford received awards.

The recipients at Amity Middle School in Orange were Isobel Browe and Jeremy Gustafson.

At the High School, Eleanor Handler, Daniel Centore, Jeffrey Curtin, Brent Marieb, Tess Osinski, and Kira Saunders received awards.

4. **Recognition of National Merit Scholar Program Semi-Finalists and Commended Students**
The Board recognized the National Merit Scholar Program Semi-Finalists and Commended Students.

Semi-Finalists included Haneesh Anumolu, Kathleen Feng, Eleanor Handler, David Lassila, Eyal Minsky-Fenick, Emily Presseller, Jeremy Wolin, Michael Yuan, and Michael Zuo.

Commended Students included Yiwen Bao, Harold Brownfield, Daniel Centore, Arlo Eitzer, Jonathan Gelernter, Elizabeth Giovannello, Scott Grubman, Lamisa Mannan, Madeline Molot, Scott Saffran, Joshua Schaperow, Kavita Sinha, Alexander Slanski, David Sokolowski, Andrew Su, Lillian Sun, Lindsay Weiner, Ashley Wu, Paul Yoo, and Sikai Yu.

5. Approval of Minutes

a. Regular BOE Meeting, October 21, 2013

Motion to approve the minutes as presented (Ms. Gedansky, 2d Mr. Hurley).

Discussion: Ms. Cohen noted corrections needed on page 2 and 5.

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

Vote opposed: none

Abstain: Diane Crocco, John A. Grasso, Jr., Steven DeMaio

Motion passed.

6. Public Comment

No members of the public addressed the Board.

7. Student Report

Patrick Dudley, student government representative, reported that Music in Motion took place recently and this year's event continued Amity's tradition of success. The Fall Festival and a blood drive are coming up soon. These two events are run by the National Honor Society. Today was Veterans' Day and students were encouraged to wear red, white and blue. Veterans talked to students about their experiences and the students learned a great deal by listening to these stories. An upcoming presentation about texting and driving is planned to take place soon. The presentation has been described as emotionally jarring, but it is expected to provide a realistic view of this issue. The Homecoming Dance will take place soon and this event serves as a Student Government fundraiser.

8. Superintendent's Report

a. **Personnel Report**

Mr. Nast noted that there have been two new hires at the coaching level.

b. **Other**

1. **Budget**

Mr. Nast said that he is providing a monthly update on the budget to give the Board a sense of where the District is with the finances and to provide a smooth transition for the new superintendent. The District is looking at a contracted salary increase of approximately four percent. After Thanksgiving, he would like to talk to some of the subcommittees. By early January, he expects to have some rough figures to present to the Board. He noted that we are at the starting point in the budget process, where non-negotiable items are included.

2. **Evaluation**

Dr. McPadden said that the Amity evaluation plan is set to go to the State Department of Education. Some amendments have been made. Non-tenured teachers have more formal evaluations than tenured teachers. The evaluation plan states that we will have nine evaluators at the High School and four at each middle school. The evaluators will conduct informal walkthroughs. Dr. McPadden attended a workshop at ACES and we will use complementary observers.

Amity has requested a waiver that would allow for the administration of a test other than the CAPT and CMT. We will be giving the SBAC in the spring, which won't be tied into the teacher evaluation this spring. The new test will be given between March 18th and April 4th. There are four two-hour sessions that must be scheduled. Everything, with the exception of science, will be taken completely online. An integrated keyboard can't be used, according to a mandate, but the students may use a mouse. We have also been informed that proctors should be renamed "test administrators." This year's test will not be adaptive. This is very different from a paper test. If the only time students see this is when they take a test, it is a disservice to the student. We will have a training module to support the students.

Mr. Nast said that while there has been a great deal of anxiety about the new evaluation model, he has been pleased to witness exceptional dialogue between teachers and administrators as a result of the changes. He sees positive results coming out of these changes.

Dr. Britton said that we are all learning through this process. The evaluations will take a lot of time. He believes the outcomes will be good and tangible. The new evaluation model has a good purpose, but we have had to move quickly.

Mr. Stirling noted that Dr. McPadden indicated that more staff applied to be evaluators than there were openings.

It was noted that most of the applicants went through the cohort program.

Mr. Nast said that he doesn't see any harm in allowing teachers with an interest in administration to go through the training.

3. Power School

Shawn DeRosa said that the transition from iPass to PowerSchool is going well. At this point, all the data has been extracted from iPass. We need to ensure that the data is ready to input into PowerSchool. The target date to have PowerSchool up and running is December 2nd. Parents would be able to use the new system at the end of December.

Mr. Blake noted that there will need to be a lot of communication with parents.

Mr. DeRosa said that PowerSchool is intuitive and easier to use than iPass. He added that parents having difficulty with PowerSchool can email him at any time day or night.

Mr. Grasso questioned whether a demonstration could be offered to a large group so that parents could get a visual sense of how the program works.

Mr. DeRosa said that he could provide a demonstration in the auditorium or by webinar. Parents will still be able to access iPass. By September of next year, the full version of PowerSchool will be available.

Dr. Dellinger noted that PowerSchool can be addressed during orientation next year.

Ms. Russo said that she doesn't believe that there will be many parents who aren't aware of how to navigate through PowerSchool. The town of Orange is already using the program at the elementary level.

It was noted that Bethany also uses PowerSchool.

4. Black Box Theater

Mr. Nast said that the Black Box Theater is complete and students are using it. He would like to formally dedicate the space in January. He is considering using the theater for the Board's January meeting. If anyone is interested in seeing the theater after tonight's meeting, he will be happy to offer a short tour.

c. Discussion on Parent/Teacher Conferences

Mr. Nast said that he is concerned because parents have only a limited amount of time to sign up for Parent/Teacher Conferences. He would like to form a committee to look into how to rectify this situation. Between 70 and 80 parents won't be able to schedule a conference. This has been a frustration for parents. There are options for these parents, such as calling a guidance counselor to make a special appointment to see a teacher.

Dr. Dellinger mentioned that the administration has discussed offering a student-led conference, but training would be needed.

Mr. Nast said that the student-led conference generally results in 100% parent attendance. If a parent can't attend, someone else, such as a coach, can be present. Mr. Nast said that he will provide more information at a future meeting.

Ms. Russo said that she feels that it is unacceptable that parents aren't getting an opportunity to meet teachers.

Mr. Nast said that the administration agrees.

Dr. Dellinger said that the current system needs to change. We have to find a better way.

Dr. Britton said that this has been a recurring problem in the seven years that he has worked in the District. It's a problem, unless more parent nights are added. Parents of students who achieve straight As are often the ones who are coming in to meet with teachers. It would be helpful for the parents of students achieving Cs or lower to get priority. We need to think about different options.

Dr. Dellinger noted that giving preference to the parents of struggling students has been tried and resulted in some no-shows.

Mr. Browe said that the District has an active and engaged parent population.

d. MicroGrid Project

Mr. Blake noted that since losing power in various parts of the District during recent storms, there has been some discussion of MicroGrids. The discussion has focused on the possibility of building a small electrical hub to serve certain vital parts of Woodbridge. Part of the MicroGrid Project would involve the Amity property. The project isn't ready for public discussion. Those working on the project will bring answers. This may eventually go to the Facilities Committee. Once more information is available, we will discuss this further.

9. Chairman's Report

a. Committee Reports

1. ACES – There was no report.
2. CABE – Mr. Stirling noted that there is an upcoming event that provides excellent networking opportunities and the chance to learn more about what other districts are doing with respect to teacher evaluations. Four Board members are already planning to represent the District, but it is not too late to sign up.
3. Curriculum – Dr. McPadden said that there was a meeting last week and proposals for course name changes were presented. There were no budgetary implications. The Committee approved the name changes in the World Language and Strings program. A new English elective was also approved. The new course will allow students to learn to be peer tutors in the Writing Center.

Mr. Hurley, who serves on the Curriculum Committee, said that with respect to the course name changes, only numbers were taken off of courses because the numbering was causing problems during scheduling for some students.

Dr. McPadden noted that two researchers from Yale also presented information to the Curriculum Committee about a survey that they would like to give to students. Board members have been provided with a list of the survey questions. A variety of questions relate to Obsessive Compulsive Disorder. The researchers are flexible about changing some of the questions. For example, questions about a belief in God would need to be changed. Dr. McPadden noted that Mr. Browe, a member of the Committee, asked the researchers about whether students might begin thinking more about psychological issues after seeing these types of questions. The Committee did not make a decision about survey participation by Amity students.

Mr. Hurley noted that the superintendent makes an evaluation and the Board would have the final say before a survey such as this would be administered.

Mr. Nast said that he isn't prepared to make a recommendation regarding the survey at this time.

Dr. McPadden noted that the Yale researchers maintain that the survey will be confidential, but it has been acknowledged that there will still be areas where students might be identified. One benefit to Amity is that the researchers have offered to speak to psychology students about their work. A review of the survey questions raised questions for administrators. The issue has been tabled for the time being.

4. Facilities – There was no discussion.

5. Finance

a. Update on 2014-2015 Budget

Mr. Levine noted that the insurance figure is preliminary. Claims have been higher than expected, but we are hopeful that the numbers will come down.

Mr. Hurley questioned the special education figure.

Mr. Levine said that the special education figure is subject to change.

b. Discussion and Possible Action on Contract of \$35,000 or More

In a memo from Mr. Levine to Mr. Nast dated October 16, 2013, a copier proposal is detailed.

In fall 2009, the District and Xerox Corp. 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 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 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 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 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 plan will include 648,886 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.

Mr. Levine noted that we still have one year remaining on a five-year contract, but there is a tremendous opportunity here to replace the current machines with copiers offering greater capability. There are a higher maximum number of copies and the District would not be charged extra money.

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 (Mr. Stirling, 2d Ms. Cardozo).

Mr. Hurley noted that we are in year four of the contract now.

Mr. Levine said that the new contract will start on January 1, 2014 and every machine will be replaced.

Vote in favor unanimous.

Motion passed.

c. Discussion of Monthly Financial Statements

Mr. Levine noted that the cost of special education transportation can change from month to month. We are still considerably over budget with the self-insurance. The good news is that the costs are going down somewhat.

Mr. Hurley said that if the trend of high claims continues, there will be a major deficit in this account.

It was noted previously that the voluntary retirement plan can be taken from the OPEB Trust, rather than the insurance fund.

Mr. Hurley questioned when the voluntary retirement plan would be taken from the OPEB Trust.

Mr. Levine said that he is closely monitoring the self-insurance. The OPEB would not be used until June, if at all.

Mr. Nast said nothing would be done at least until the spring because the self-insurance account fluctuates significantly.

Mr. Hurley said that he has concerns about the budget being \$200,000 short. We are holding money for one purpose and possibly using it for another.

Mr. Levine said that the OPEB Trust hasn't been touched.

Mr. Blake said that we are in month five of a year and we have more time to see what the results are. We also have a stop loss policy.

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

There was no discussion.

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

In a memo to Mr. Nast dated October 28, 2013, Mr. Levine recommends a balance transfer to pay for special education tuition expenditures out of the proper account.

Move to make the following budget transfer to pay for special education tuition expenditures (Ms. Cardozo, 2d Ms. Cohen):

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

Vote in favor unanimous.

Motion passed.

f. Presentation of Amity Audit Status Report

Mr. Levine reported that the audit is coming along well and everything related to the audit is currently ahead of schedule.

6. Policy – There was no discussion.

7. Personnel – Mr. Blake said that applications are being evaluated by the Personnel Committee. We are moving forward to find a new superintendent.

10. Items for the Next Agenda

Ms. Russo said that she would like to make corrections and bring consistency to the Mission Statement, which she has seen presented differently in different publications.

11. Adjournment

Motion to adjourn the meeting at 8:19 p.m. (Mr. Stirling, 2d Ms. Gedansky)

Motion passed; meeting adjourned.

Respectfully submitted,

Marianne Lippard, recording clerk
Rita Gedansky, secretary

References/Attachments:

Minutes:

Amity Finance Committee, October 21, 2013
Board of Education, October 21, 2013

Memos:

Jack B. Levine to Michael Nast (10/16/13) re: Contract of \$35,000
or More – Copier Proposal
Jack B. Levine to Michael R. Nast (10/28/13) re: Budget Transfers
of \$3,000 or More for Fiscal Year 2013-2014
Michael R. Nast to Members of the Amity Finance Committee and
Board of Education (11/4/13) re: Update on 2014-2015 Budget

Reports:

Amity Regional School District No. 5 Year-to-Date Budget Report
(11/5/13)
Amity Regional School District No. 5 Budget Transfers 2013-2014
Amity Regional School District No. 5 Revenues and Expenditures
for FY 2013-2014

Misc.

Amanda L. Backhaus to Jack Levine (11/4/13) re: Update Amity
Audit Status

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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December 9, 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

Resignation(s):

Retirement(s):

Donna Stanford – Library/Media Specialist – Amity Reg. High School
Susan Trovarelli – Library/Media Specialist – Amity Reg. High School
Yvonne Klancko – Reading Teacher – Amity Reg. High School

MRN/pfc

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



Jack B. Levine
Director of Finance and Administration
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Phone (203) 397-4813
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To: Michael R. Nast, Interim Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Award of Contracts of \$35,000 or More
Date: December 5, 2013

Upgrade of District's Technology Infrastructure:

As you know, the District was awarded a grant of \$186,568 through the efforts of Technology Education Specialist Lisa Lassen and District Technology Coordinator Shaun DeRosa.

Shaun DeRosa described the upgrade. "We will be replacing every switch in the District. These switches will be compatible with our new virtually segmented network architecture as well as any future VoIP (Voice over Internet Protocol) phone system that may be deployed. The result will be an updated infrastructure utilizing full 1Gigabyte bandwidth across the entire network. We will have segmented and managed virtual networks. The system will also be designed with possible future growth in mind so we do not find ourselves in a similar situation in the future."

We want to move forward with the upgrade of the District's technology infrastructure as soon as possible. The grant is to help support an increase in capacity of the District to handle the State on-line (SBAC) testing, which will occur during March through June. Also, we have been experiencing intermittent problems with the technology infrastructure, which will only become worst as the number of devices used by staff and students increase.

We are bidding the purchase of the equipment, installation and servicing. The sealed written proposals are due by Friday, December 13, 2013. We would like to award the bid by mid-December and have all or most of the work done over the December Holiday Recess. This will cause the least disruption to the staff and students and provide easier access to the facilities while school is not in session. We also believe the District will get better pricing if the award of the contract can be made before the end of this calendar year.

Since the Amity Board of Education needs to award contracts of \$35,000 or more, we can meet the December installation timeline and benefit from calendar year end pricing, if the Board is willing to authorize you to award the bid and issue a purchase order to the company before the next Board meeting.

At the January meeting, I would report to the Amity Finance Committee and Amity Board of Education the name of the vendor awarded the contract and the price. If the price exceeds the grant of \$186,568, as it is likely to do, I recommend the additional funds are taken from the following sources:

1. 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. We could use these available funds to pay for the upgrade of the District's technology infrastructure; and
2. The remaining amount could come from the Contingency Account.

Recommended Motion:

Move that Michael R. Nast, Interim Superintendent of Schools, be granted the authority to award the bid of the upgrade of the District's technology infrastructure to the vendor of his choice based on the bids received. If the bid price exceeds the grant of \$186,568, the Director of Finance and Administration shall be authorized to transfer the necessary funds from the technology equipment budget and contingency account. Further, the Director of Finance and Administration shall report the vendor selected, total cost of the upgrade to the District's technology infrastructure and what budget transfers were necessary.

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

LINE	CATEGORY	COLUMN 1 2012-2013 ACTUAL	COLUMN 2 2013-2014 BUDGET	COLUMN 3 OCT '13 FORECAST	COLUMN 4 CHANGE INCR./ (DECR.)	COLUMN 5 NOV '13 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 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	276,237	(21,297)	254,940	36,908	FAV
3	OTHER STATE GRANTS	765,300	876,597	630,694	13,200	643,894	(232,703)	UNF
4	MISCELLANEOUS INCOME	406,782	56,000	47,403	(8,000)	39,403	(16,597)	UNF
5	BUILDING RENOVATION GRANTS	286,347	67,773	67,773	0	67,773	0	FAV
6	TOTAL REVENUES	43,319,913	44,478,455	44,282,160	(16,097)	44,266,063	(212,392)	UNF
7	SALARIES	22,915,703	23,516,038	23,400,826	50,508	23,451,334	(64,704)	FAV
8	BENEFITS	5,114,613	5,256,101	5,233,004	429	5,233,433	(22,668)	FAV
9	PURCHASED SERVICES	6,111,199	6,974,367	6,736,670	1,161	6,737,831	(236,536)	FAV
10	DEBT SERVICE	5,469,195	4,913,679	4,916,444	0	4,916,444	2,765	UNF
11	SUPPLIES (INCLUDING UTILITIES)	2,945,495	3,096,685	3,086,170	0	3,086,170	(10,515)	FAV
12	EQUIPMENT	154,864	324,479	302,629	12,899	315,528	(8,951)	FAV
13	IMPROVEMENTS / CONTINGENCY	57,696	247,006	224,996	(12,899)	212,097	(34,909)	FAV
14	DUES AND FEES	113,989	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	43,060,248	44,478,455	44,050,839	52,098	44,102,937	(375,518)	FAV
18	SUBTOTAL	259,665	0	231,321	(68,195)	163,126	163,126	FAV
19	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	37,255	0	0	0	0	0	FAV
20	PLUS: RECORDING OF ERRP FROM PRIOR YEAR	64,034	0	0	0	0	0	FAV
21	PLUS: RECORDING OF BOND PREMIUM PROCEEDS	35,000	0	0	0	0	0	FAV
22	PLUS: AUDIT ADJUSTMENT FROM PRIOR YEAR	2,331	0	0	0	0	0	FAV
23	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:							
24	LESS: ASSIGNED TO NEXT YEAR'S BUDGET	0	0	0	0	0	0	FAV
25	LESS: COMMITTED TO ERRP	0	0	0	0	0	0	FAV
26	NET BALANCE / (DEFICIT)	398,285	0	231,321	(68,195)	163,126	163,126	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 ACTUAL	2013-2014 BUDGET	OCT '13 FORECAST	CHANGE INCR./(DECR.)	NOV '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	844	0	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	(20,156)	124,814	38,432	FAV
10	TRANSPORTATION INCOME	66,123	73,714	73,714	(1,141)	72,573	(1,141)	UNF
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	234,264	218,032	276,237	(21,297)	254,940	36,908	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	765,300	876,597	630,694	13,200	643,894	(232,703)	UNF
15	OTHER STATE GRANTS	765,300	876,597	630,694	13,200	643,894	(232,703)	UNF
16	RENTAL INCOME	31,357	29,000	29,000	(8,000)	21,000	(8,000)	UNF
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	75,425	27,000	18,403	0	18,403	(8,597)	UNF
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	406,782	56,000	47,403	(8,000)	39,403	(16,597)	UNF
24	BUILDING RENOVATION GRANTS	286,347	67,773	67,773	0	67,773	0	FAV
25	TOTAL REVENUES	43,319,913	44,478,455	44,282,160	(16,097)	44,266,063	(212,392)	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 ACTUAL	2013-2014 BUDGET	OCT '13 FORECAST	CHANGE INCR./ (DECR.)	NOV '13 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	5111-CERTIFIED SALARIES	19,299,776	19,712,301	19,622,502	9,290	19,631,792	(80,509)	FAV
2	5112-CLASSIFIED SALARIES	3,615,927	3,803,737	3,778,324	41,218	3,819,542	15,805	UNF
3	SALARIES	22,915,703	23,516,038	23,400,826	50,508	23,451,334	(64,704)	FAV
4	5200-MEDICARE - ER	298,493	310,765	304,812	658	305,470	(5,295)	FAV
5	5210-FICA - ER	228,835	235,430	233,679	505	234,184	(1,246)	FAV
6	5220-WORKERS' COMPENSATION	149,887	193,000	184,362	0	184,362	(8,638)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,110,613	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	44,600	(428)	44,172	(6,091)	FAV
10	5275-DISABILITY INSURANCE	10,426	10,615	9,523	(306)	9,217	(1,398)	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	5,114,613	5,256,101	5,233,004	429	5,233,433	(22,668)	FAV
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	990,797	1,050,636	1,099,736	0	1,099,736	49,100	UNF
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	75,995	94,227	94,227	0	94,227	0	FAV
21	5510-PUPIL TRANSPORTATION	2,185,438	2,493,553	2,334,758	(3,234)	2,331,524	(162,029)	FAV
22	5521-GENERAL LIABILITY INSURANCE	166,401	183,792	176,968	0	176,968	(6,824)	FAV
23	5550-COMMUNICATIONS: TEL, POST, ETC.	62,858	77,168	77,168	0	77,168	0	FAV
24	5560-TUITION EXPENSE	2,464,993	2,896,374	2,767,196	4,395	2,771,591	(124,783)	FAV
25	5590-OTHER PURCHASED SERVICES	83,398	99,323	99,323	0	99,323	0	FAV
26	PURCHASED SERVICES	6,111,199	6,974,367	6,736,670	1,161	6,737,831	(236,536)	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	COL 7
		2012-2013 ACTUAL	2013-2014 BUDGET	OCT '13 FORECAST	CHANGE INCR./(DECR.)	NOV '13 FORECAST	VARIANCE OVER/(UNDER)	
27	5830-INTEREST	1,655,560	1,603,406	1,603,406	0	1,603,406	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,813,635	3,310,273	3,313,038	0	3,313,038	2,765	UNF
29	DEBT SERVICE	5,469,195	4,913,679	4,916,444	0	4,916,444	2,765	UNF
30	5410-UTILITIES, EXCLUDING HEAT	713,980	811,240	819,958	0	819,958	8,718	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	734,850	678,797	686,477	0	686,477	7,680	UNF
32	5611-INSTRUCTIONAL SUPPLIES	354,115	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	92,465	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	102,002	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)	2,945,495	3,096,685	3,086,170	0	3,086,170	(10,515)	FAV
41	5730-EQUIPMENT - NEW	97,876	105,519	105,519	0	105,519	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	56,988	218,960	197,110	12,899	210,009	(8,951)	FAV
43	EQUIPMENT	154,864	324,479	302,629	12,899	315,528	(8,951)	FAV
44	5715-IMPROVEMENTS TO BUILDING	0	48,006	48,006	0	48,006	0	FAV
45	5720-IMPROVEMENTS TO SITES	57,696	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)	(12,899)	(24,899)	(24,899)	FAV
48	5855-CAPITAL RESERVE	0	0	0	0	0	0	FAV
49	IMPROVEMENTS / CONTINGENCY	57,696	247,006	224,996	(12,899)	212,097	(34,909)	FAV
50	5580-STAFF TRAVEL	19,255	21,568	21,568	0	21,568	0	FAV
51	5581-TRAVEL - CONFERENCES	12,702	23,624	23,624	0	23,624	0	FAV
52	5810-DUES & FEES	82,032	104,908	104,908	0	104,908	0	FAV
53	DUES AND FEES	113,989	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	43,060,248	44,478,455	44,050,839	52,098	44,102,937	(375,518)	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**

NOVEMBER 2013

2013-2014 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is *\$163,126 FAV (previously \$231,321 FAV)*, which appears on page 1, column 6, line 18.

REVENUES BY CATEGORY

The projected yearend balance of revenues is *\$212,392 UNF (previously \$196,295 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 November (same as prior month)* 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. *Two of the tuition students became residents in December, and therefore, no longer pay tuition to the District.*

LINE 10 on Page 2: TRANSPORTATION INCOME:

The projected income is based on FY 2012 and FY 2013 data and the State caps.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The forecast is based on the current projection of special education transportation and tuition expenditures. The State reimbursement rate is projected to be 81 percent compared to the budget of 75 percent.

LINE 16 on Page 2: RENTAL INCOME:

NCS Pearson typically rented Bethany Middle School for about \$11,000 per year to offer graduate classes. They are now offering their classes on-line.

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 \$375,518 FAV (previously \$427,616 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. Expenses were increased by \$9,290 UNF due to long-term substitutes hired to cover leaves-of-absence.

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

A full-time technician needs to be hired in order to provide a full-time employee to work exclusively on the PowerSchool implementation and management of the system. This would also provide a full-time Technician at each Middle School, which is needed to handle the multitude of devices and new on-line testing. Also, a Part-Time Security Guard for Amity High School will provide coverage after the end of the school day when many students and others are in the building.

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	\$ 262,780	\$ 252,053	\$ 10,727 UNF
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.

<u>Month</u>	CLAIMS ONLY		
	2013-2014 <u>Actual Claims</u>	2013-2014 <u>Budget Claims</u>	2012-2013 <u>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	\$ 327,966	\$ 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 Reserve Fund 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	(339,154)
Projected, June 30, 2014	<u>\$ 275,411</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 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 UNF, 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 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 \$162,029 FAV (previously \$158,795 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 *\$124,783 FAV (previously \$129,178 FAV)*.

Tuition for the vo-ag schools has a projected variance of *\$76,922 FAV (previously \$73,260 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
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

Public (ACES) and private out-of-district placements has a projected favorable variance of *\$44,099 FAV (previously \$52,156 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
Private SPED	20.5	21	24	21	22	22
Totals	27.5	27	30	29	30	28

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.

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.

A budget request of \$12,899 UNF has been made to cover the cost of purchasing a stainless steel tank for the Orange Middle School. The hot water boiler that provides all of the domestic hot water to Orange Middle School developed a small leak during the week of October 22, 2013. Leaks always get worst over time. If the tank completely fails, we would not be supplying domestic hot water to the building. This is a sanitation issue for the kitchen and other building occupants as they would not have hot water to wash dishes, pans, or hands. Kitchens are required to provide 180 degree rinse in the dish washer machines and that could not be achieved with the lack of domestic hot water supplied to the booster heater in the kitchen. The water heater has been ordered, as the Interim Superintendent and Board Chair agreed it was a health and safety matter.

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. *If the requested budget transfer is approved, the remaining balance would be \$125,101.*

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.

December: **\$12,899** - *Replace the Orange Middle School hot water heater immediately for health and safety reasons.*

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	5611 INSTRUCTIONAL SUPPLIES	\$ -2,994.00	Counselors working summer reg
July 2013	55	03132120	5111 CERTIFIED SALARIES	\$ 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	03142600	5715 IMPROVEMENTS TO BUILDINGS	\$ -2,682.00	Adobe site license
September 2013	84	05142350	5690 OTHER SUPPLIES	\$ 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	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 900.00	Reverse Dup #46
September 2013	163	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -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
November 2013	44	03111001	5731 EQUIPMENT - REPLACEMENT	\$ 1,150.00	tranfer funds - replace print
November 2013	44	03111001	5611 INSTRUCTIONAL SUPPLIES	\$ -1,150.00	tranfer funds - replace print

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 Request for Fiscal Year
Date: December 3, 2013

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

Replacement of Orange Middle School Hot Water Heater:

The hot water boiler that provides all of the domestic hot water to Orange Middle School developed a small leak during the week of October 22, 2013. The tank has a five-year warranty and we are in year 7 of use. Leaks always get worse over time. If the tank completely fails, we would not be supplying domestic hot water to the building. This is a sanitation issue for the kitchen and other building occupants as they would not have hot water to wash dishes, pans, or hands. Kitchens are required to provide 180 degree rinse in the dish washer machines and that could not be achieved with the lack of domestic hot water supplied to the booster heater in the kitchen. The water heater has been ordered, as the Interim Superintendent and Board Chair agreed it was a health and safety matter.

#1 – Move to make the following budget transfer of \$12,899 to pay Tower Hill Sales Associates, Inc. for the purchase of a stainless steel tank for Orange Middle School:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency Account	\$12,899	
02-14-2600-5731	Equipment – Replacement		\$12,899

CONTINGENCY ACCOUNT RECAP

Budget		\$150,000
October:	Orange Middle School HVAC Evaluation	\$ 12,000
Subtotal		\$138,000
<i>December:</i>	<i>Orange Middle School Hot Water Heater</i>	<i><u>\$ 12,899</u></i>
<i>Balance</i>		<i>\$125,101</i>

Levine, Jack

From: Amanda L. Backhaus [abackhaus@mahoneysabol.com]
Sent: Wednesday, November 27, 2013 11:37 AM
To: Levine, Jack
Subject: Audit Status Update
Attachments: Amity Audit Status Report 11.27.13.xls

Hello Jack,

Please find the most recent audit update attached, as of today 11/27/13.

I think I am still on track to get a draft to you this afternoon – if not you will get it over the weekend. No rush on your end – review at your earliest convenience.

Thanks!

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 November 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
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	100%	No issues noted
General Fund	100%	No issues noted
Internal Service Fund	100%	No issues noted
Aggregate Remaining Fund Information	100%	No issues noted
Financial Reporting		
Financial Statements	90%	Drafts prepared. Final partner/concurring review in process.
Single Audit Reports	100%	No issues noted
ED001	75%	Testing complete. Partner review in process.

Items Needed for Completion of Audit
 1 No outstanding items at this time.

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

Other Items (Previously Identified)

- 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:

Curriculum Committee

11/7/13

MINUTES

COMMITTEE MEMBERS PRESENT: Julie Altman, Christopher Browe (5:25p.m.), Diane Crocco, James Horwitz, Thomas Hurley

COMMITTEE MEMBERS ABSENT: Rita Gedansky

Also Present: Charles Britton, Julie Chevan, Ken Clark, Marianne Lippard, Marie McPadden, Michael Nast, Chris Pittenger, Helen Pushkarskaya, Mary Raiola, Jill Polisson, Elena Serapiglia, James Stirling, Jennifer Wentworth

A meeting of the Curriculum Committee of the Amity Regional Board of Education was held on Thursday November 7, 2013 at 5:15 p.m. in the Superintendent's Conference Room.

1. **Call to Order:** Julie Altman called the meeting to order at 5:20 p.m.
2. **Approval of Minutes – July 7, 2013**
Motion to approve the minutes as presented (Ms. Crocco, 2d Mr. Horwitz).
Vote in favor: Julie Altman, Diane Crocco
Vote opposed: none
Abstain: James Horwitz, Thomas Hurley *Motion passed.*
3. **New Course Proposals and/or Revisions**
 Elena Serapiglia, Department Chair of World Languages addressed the Committee with the following proposed changes:

Chinese

The rationale behind taking the number out of the name of Chinese V is so that there are no issues with a small group of Chinese III students who do outside work (and are recommended by their teachers) to be able to take the AP course, bypassing Chinese IV while completing the coursework independently. In addition, this has been a contracted course (LE and LH) but there have not been students taking this course at a contracted LE. The new name would be AP Chinese Language and Literature.

Spanish

The rationale behind taking the number out of Spanish IV LH (AP Spanish Language and Culture) and Spanish V LH (AP Spanish Literature) would be so that, based on the recommendation of their teacher, more students might be able to take the AP Spanish Language and Culture class. They are not currently able to do so because Spanish IV L1 and Spanish IV LH are both Spanish IV classes, and students are unable to repeat a numbered course, like Spanish IV, for credit. Additionally, some heritage speakers of Spanish may find it more useful to bypass the AP Spanish Language and Culture class and move directly to the AP Spanish

Literature course. Removing the number (Spanish IV or Spanish V) from their names could also potentially allow more flexibility in scheduling for the counseling department. The proposed new course names are AP Spanish Language and Culture and AP Spanish Literature.

Ms. Serapiglia noted that there are no budgetary implications to the proposed changes. Changing the course names would allow a handful of students to have the chance to take additional AP classes that would not otherwise be available to them. There would be no change to the courses themselves.

Mr. Hurley noted that the disadvantage with how the courses are numbered currently limits students, because they can't take two of the same numbered courses at the same time and receive credit.

Motion to approve the name changes for three World Language AP courses (Mr. Hurley, 2d Mr. Horwitz).

Vote in favor unanimous.

Motion passed.

Strings II and Strings Ensemble

Two courses requiring modification are Strings II and Strings Ensemble. These courses are offered as electives without honors credit. They need to be listed in the 2014-2015 Program of Studies as courses with the option for students to contract for honors credit.

Ms. Polisson noted that Amity needs this course modification because the High School has reduced its strings classes by one this school year. This has created the need for combined Strings classes, such as Strings I and Strings II and a combined Strings Ensemble Level Elective and String Ensemble Level Honors. The honors level strings students who cannot schedule Symphony Orchestra Level Honors are now in Strings II and Strings Ensemble Level Elective classes. Many of the students have been members of the CT All State Festival Orchestra, Southern Regional Festival Orchestra and competition winters. These students are not presently receiving honors credit; however, they are learning music that is professional level music, and unabridged original classical pieces. These students are rehearsing and performing these difficult pieces in small ensembles, trios and string quartets. They are putting in more hours of practice at home than the other Level Elective students in this strings class. These Honors Level students are in blended classes with beginner, intermediate, and honors students in one class due to scheduling. The Strings program teachers don't want to lose these advanced players who have received Honors credit in previous years.

Mr. Hurley questioned what other high schools are doing.

Ms. Polisson said that Farmington and Glastonbury have honors level symphony orchestras.

Motion to approve listing Strings II and Strings Ensemble in the 2014-2015 Program of Studies as a course with the option for students to contract for honors credit (Mr. Horwitz, 2d Ms. Altman).

Vote in favor unanimous.

Motion passed.

Writer's Workshop: Writing Center Peer Tutor Training

Julie Chevan, chair of the English Department, described the course, which is a half-year English elective that would be open to sophomores and juniors in the fall semester. The course would prepare students to participate effectively in the editing/revising process, familiarizing them with basic writing techniques in a wide range of genres and with techniques for giving feedback to peer writers across content areas. Students must achieve a B+ minimum in this course and regular English course to qualify as a peer tutor/writing center assistant. Students will receive community service hours as peer tutor/writing center assistant.

Ms. Chevan noted that the focus of the course is to refine writing skills and refine skills for students serving as peer tutors. It is believed that the writing center will be a huge asset to Amity. This would offer a community opportunity much like Link Crew. We are seeking elective credit. It is hoped that this elective will draw not just honors level students. The students serving in the writing center should have good interpersonal skills. There may not be a need to add a section in order to offer this course. It might replace a section or at most it would be a .1 position.

Dr. McPadden said that she supports adding this class. The idea of using peer tutors is exceptional.

Mr. Hurley questioned the GPA requirement of a B+ and not an A. He is concerned about having someone serve as a tutor who could pass on a weakness to another student.

Teacher Jennifer Wentworth said that this would allow teachers to take very qualified students who are good communicators to serve as tutors. Ms. Chevan said that Amity allows students with a B to exempt an exam.

Motion to approve Writer's Workshop: Writing Center Peer Tutor Training (Mr. Horwitz, Ms. Crocco)

Vote in favor unanimous.

Motion passed.

4. Yale Research Project Proposal: Dr. Christopher Pittenger and Dr. Helen Pushkarskaya

Dr. Pittenger of Yale described his interest in performing a survey at the High School. The survey would be examining risk and ambiguity and cognitive flexibility. The survey is part of a study that focuses attention on adolescents to see how these traits correlate with personalities. This research would look at obsessive compulsive traits. Personality traits, such as the tendency to believe in things in the absence of evidence, would be examined. The online survey was

developed by Dr. Pushkarskaya and her colleagues would take about an hour to complete. The questions aren't made up; instead, they are used in psychology literature. Survey participants receive a \$2 iTunes gift card.

Mr. Hurley questioned what Amity students would get out of their participation in the study.

Dr. Pittenger said that he and his colleagues would be able to talk to students about this topic. The school would be provided with a summary of the results. He noted that this is not a diagnostic study of students.

Ms. Altman questioned whether parental consent would be needed.

Dr. Pettinger said that parents would receive information and could opt out. It is an anonymous survey, not a confidential survey.

Concerns were raised about the software used and the promise of confidentiality. Ms. Altman questioned whether IP addresses are captured.

Dr. Pushkarskaya said that the addresses wouldn't be saved. Dr. Pittenger said that the issue raised by Ms. Altman could be addressed. Questions have been raised about two survey questions concerning belief in God. Those could be removed from the survey.

Mr. Stirling questioned whether other schools have been approached.

Dr. Pettinger said that Amity is the second school that they have talked to and other schools have been contacted.

Dr. Pushkarskaya stressed that the survey is anonymous.

Mr. Hurley questioned whether the policy manual had been reviewed regarding this request. He noted that if it hasn't already been checked, it should be.

Mr. Nast said that he had not reviewed the manual with respect to this request.

Dr. Pushkarskaya said that the students could benefit by developing an appreciation for how different people are, as well as how different people think about the same things.

Dr. Britton said that there isn't anything in the study to help Amity develop a better curriculum.

Dr. Pettinger said that it was not the intent of the study to help the administration develop a better curriculum.

Mr. Hurley said that if we could find a way that the study could benefit students, it would make more sense to go forward with the survey. It might be possible to use this as a learning opportunity for students, perhaps by showing them how to perform scientific studies of this kind.

It was noted that Amity does have students with diagnoses such as ADHD and OCD.

Dr. Pettinger said that the researchers did not intend to exclude any diagnostic category.

Dr. Pushkarskaya said that a form could be created to allow the administration to exclude certain students from participating, if necessary. Ideally, the researchers would like to offer the survey during school hours.

Dr. Britton said that he spoke with the school psychologist about the survey and some questions were raised. One concern was that this survey could be used as a way to diagnose a problem. If the administration is aware of a problem, there is a responsibility to seek out the individual that completed an anonymous survey. Students with problems need to be identified and accommodated. Once we are aware of a problem, we need to be able to act.

Dr. Pettinger said that either the data could be mined out of the database or we could accept that we can't trace back to the student. If the survey was restructured so that it isn't anonymous, there would be additional issues.

Ms. Raiola said that the District would have an obligation to try to find a student exhibiting signs of a problem.

Mr. Horwitz questioned what Amity would get out of this survey. He is very uncomfortable with this idea. If the psychology students at Amity requested this, he would have a different reaction. He is not comfortable with this request coming from the researchers. He understands this from a scientific point of view, but not for Amity.

Dr. Pettinger said that he has four children in the District and would love to work with the students enrolled in psychology at the High School. He did approach the psychology teacher with the idea first. She referred him to the principal and then the superintendent.

The researchers would like to survey one thousand students for the study.

Mr. Browe questioned whether this would be published later and would Amity be included in the study or would the school remain anonymous.

Dr. Pettinger said that the school would remain anonymous. He sees no risk to students in exposing them to the survey. It appears that further information is needed before a decision can be made. The survey questions are available for the Committee to review.

Mr. Browe said that this research model would be great to share with the psychology students.

Mr. Hurley questioned whether there is a CABE policy on IRB.

Mr. Nast said that he would check.

Ms. Altman said that the Committee needs more information and more time to make a decision. Mr. Nast will invite the researchers back if necessary. The item was tabled.

5. Update: Teacher/Administrator Evaluation Plan and SBAC Test

Dr. McPadden said that the teacher evaluation plan was sent to the State. There would be no SPI. She has three more applications from teachers interested in being complementary evaluators. She will attend a workshop at ACES that will update her on the test.

Mr. Nast said that though teachers have experienced anxiety related to the changes, great conversations have taken place regarding class planning. This will be very worthwhile.

Dr. Britton said that the anxiety is going away about the new process. Success revolves around the relationship between teachers and administrators. We are setting measurable goals for student progress. Never before have we had such rich and detail-oriented discussions about teaching and learning.

Dr. McPadden said that she recently visited a co-taught math class where there was total student engagement. She was extremely impressed with what she saw.

6. Other

Mr. Nast said that students are now using the Black Box Theater.

7. Adjourn

Motion to adjourn the meeting at 6:35 p.m. (Mr. Hurley, 2d Mr. Horwitz).

Vote in favor unanimous.

Motion passed; meeting adjourned.

Respectfully submitted,

Marianne Lippard, recording clerk