

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

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*Dr. John J. Brady*  
**Superintendent of Schools**

**PLEASE POST**

**PLEASE POST**

**AMITY REGIONAL BOARD OF EDUCATION**

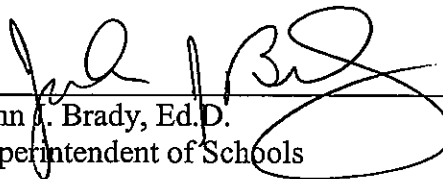
*September 10, 2012*

A regular meeting of the Amity Regional Board of Education will be held on Monday, September 10, 2012, at 6:30 p.m., in the cafeteria at Amity High School.

**Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a. Special BOE Meeting, August 20, 2012 (Enclosure)
4. Demonstration of Amity's New Web Site
5. Public Comment
6. Second Reading of Revision to Policy 5145.122(a) Use of Dogs to Search School Property (Enclosure)
  - a. Discussion and Possible Action on Policy 5145.122(a)
7. Principals' Reports – Opening of School
8. Student Report
9. Facilities Report of Summer Projects
10. Announcements from the Board and Administration
11. Correspondence
12. Superintendent's Report
  - a. Personnel Report (Enclosure)
  - b. Impact of Sequestration on Amity
  - c. Efforts to Prepare Students for CMT/CAPT
  - d. Information on Long Range Planning Study (Enclosure)

13. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. CAGE
    3. Curriculum
    4. Facilities
    5. Finance
      - a. Discussion of Proposed 2013-2014 Budget Calendar
      - b. Discussion and Possible Action on Proposal to Extend and Blend Electricity Supply Contract
      - c. Discussion of Monthly Financial Statements
      - d. Director of Finance and Administration Approved Transfers Under \$3,000
      - e. Discussion and Possible Action on Budget Transfers
      - f. Discussion and Possible Action on New Funding Requests
    6. Policy
    7. Personnel
      - a. Executive Session - Negotiations
      - b. Discussion and Possible Action to Approve the Contracts with Paraprofessionals, Administrative Assistant Employees and Nurses
      - c. Executive Session – Superintendent's Evaluation
14. Items for the Next Agenda
15. Adjournment

  
 John A. Brady, Ed.D.  
 Superintendent of Schools

JJB/kfw  
 pc: Town Clerks: Bethany  
 Orange  
 Woodbridge

**PLEASE POST**

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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, Patricia Cardozo, Diane Crocco, Steven DeMaio, Rita Gedansky, John A. Grasso, Jr., James Horwitz, Thomas Hurley, James Stirling

**AMITY BOARD MEMBER ABSENT:** Julie Altman, Christopher Browe, Sue Cohen, Tracey Lane Russo

**Staff Members Present:** John Brady, Charles Britton, Richard Dellinger, Kathleen Fuller Cutler, Kevin Keller, Jack Levine, Marianne Lippard, Mary Raiola

**Also Present:** Other members of the Public

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A special meeting of the Amity Regional Board of Education was held on Monday, August 20, 2012 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 6:34 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Approval of Minutes**
  - a. Special BOE Goal Setting Meeting, June 7, 2012  
*Motion to approve the minutes as presented* (Mr. Hurley, 2d Ms. Gedansky).  
*Discussion:* none.  
*Vote in favor:* Diane Crocco, Steven DeMaio, Rita Gedansky, John A. Grasso, Jr., James Horwitz, Thomas Hurley, James Stirling  
*Vote opposed:* none.  
*Abstain:* Patricia Cardozo *Motion passed.*
  - b. Regular BOE Meeting, June 11, 2012  
*Motion to approve the minutes as presented* (Mr. Hurley, 2d Ms. Crocco).  
*Vote in favor unanimous.* *Motion passed.*
  - c. Special BOE Meeting, June 14, 2012  
*Motion to approve the minutes as presented* (Mr. DeMaio, 2d Mr. Hurley).  
*Vote in favor:* Patricia Cardozo, Diane Crocco, Steven DeMaio, Rita Gedansky, James Horwitz, Thomas Hurley, James Stirling  
*Vote opposed:* none.  
*Abstain:* John A. Grasso, Jr. *Motion passed.*

d. Special BOE Meeting, June 18, 2012

*Motion to approve the minutes as presented* (Mr. DeMaio, 2d Ms. Crocco).

*Vote in favor:* Patricia Cardozo, Diane Crocco, Steven DeMaio, Rita Gedansky, James Horwitz, Thomas Hurley, James Stirling

*Vote opposed:* none.

*Abstain:* John A. Grasso, Jr.

**4. Report on CAPT, CMT Scores and New State Measurement System**

Dr. Brady said that he received the test results in July and was pleased with the outcome. The analysis will address the new state accountability platform. Dr. Brady will provide information on what the new index is. It is quite different than what the District had been used to.

Marie McPadden, the new director of Curriculum & Staff Development, presented the report on the 2012 CAPT/CMT results. She said that she is very pleased to have come to Amity. The report included a breakdown with CAPT Scores Comparison 2011-2012 by DRG showing the percentage of students at or above goal.

Mr. Hurley noted that this test appears to be harder than it was previously. Ms. McPadden said that it is the same test. She noted that the reading scores were very high. She noted that Amity would like to see more students at the advanced level. Goal is the target, rather than "proficient."

In science, fewer students were at the "advanced" level than the District saw the previous year. Writing remained high, although the number was down slightly. Ms. McPadden noted that good writing is an important skill. The District is doing well with both reading and writing.

Ms. McPadden said that the CMT scores in math were quite high; however, students getting algebra are having problems. Algebra has moved down to grade 8 with the new standards.

Mr. DeMaio questioned whether there are statistics on students who had to retake the same test.

Dr. Brady said that there are no such statistics. Students show proficiency in other ways. Amity's standard has always been "goal."

Ms. McPadden said that No Child Left Behind only required proficiency. For the next two years, the students will be judged on their performance on the CAPT and CMT. Adjustments are being made as the change is made to the Common Core Standards. When looking at the results, trends are examined. In eighth grade, for example, boys performed better in math. In seventh grade, the students are 100 percent proficient. Students at the middle school are performing very well and the students are coming to Amity from different schools.

Mr. Hurley asked whether the work with BOWA is having an impact.

Dr. Brady said that the work is absolutely making a difference.

Ms. McPadden noted that she would like to look at writing in the middle school, as the scoring was a little erratic.

Amity will continue to work to move students from “goal” to the “advanced” level and from “proficient” to “goal.”

Mr. Stirling questioned what a subgroup is. Dr. Brady said that in the DRG, the range is based mostly on socioeconomic factors. He noted that there is some variability. Connecticut has a waiver for No Child Left Behind.

Ms. McPadden said that CMT and CAPT will no longer be used to calculate AYP, but will be used to determine if the District is meeting the new performance targets. The District will be implementing CCSS into the curriculum during 2012-2013. Curriculum revisions will be input into the Atlas program during 2012-2013. She also addressed highlights of the new teacher and administrator education plans. Assessments should address how to measure learning in subjects such as music.

Mr. Hurley questioned how Amity could be successful with the current staffing level.

Ms. McPadden said that the District will continue to move forward. Dr. Brady said that as a District, Amity is doing better than the standard set by the State.

**5. Public Comment**

None.

**6. Announcements from the Board and Administration**

a. Administrative Retreat

Dr. Brady said that he will be attending a seminar in September. It is important that he be present at the State retreat.

b. Teacher Only Day

Dr. Brady said that the administration would like to focus on having students develop their creativity. He is concerned that with the move to standardization, students don't lose creativity.

7. **Correspondence**

a. Letter from State Board of Education Regarding 2010-2011 District Annual Performance Reports and Determination

A letter from the State Board of Education, dated July 11, 2012, shows that the District “meets requirements” in the identified areas used to make the determination for 2010-2011.

8. **Superintendent’s Report**

a. Personnel Report

Dr. Brady noted several changes to the report contained in the Board of Education packet.

b. Facilities Update

Dr. Brady said that the roofing project is in good shape and moving along. There have been minimal problems and very little noise associated with the work. The mechanisms for the shift to natural gas are in place. The work to lay the gas pipeline went very quickly.

9. **Chairman’s Report**

a. Committee Reports

1. ACES
2. CABE
3. Curriculum
4. Facilities
5. Finance

a. Discussion and Possible Action to Use Vanguard Index Mutual Funds in Place of iShares for the Pension, Sick & Severance, and OPEB Trust

Dr. Brady noted that the proposed change to Vanguard will save about \$8,000 in fees annually. This change was supported by the Finance Committee.

*Move to authorize Fiduciary Investment Advisors to use Vanguard index mutual funds in place of the iShares fund for the Plan (Mr. Stirling, 2d Ms. Cardozo).*

*Vote in favor:* Patricia Cardozo, Diane Crocco, Steven DeMaio, Rita Gedansky, James Horwitz, James Stirling

*Vote opposed:* none

*Abstain:* Thomas Hurley

*Motion passed.*

b. Discussion and Possible Action of Amity Fund Balance Policy

Dr. Brady noted that the major revision concerns money being returned to the towns. This was approved by the Amity Finance Committee.

*Move to adopt the proposed Fund Balance Policy, dated May 14, 2012, as presented (Mr. Stirling, 2d Mr. Hurley).*

*Vote in favor unanimous.*

*Motion passed.*

c. Update on Bond Refinancing and Bond Sale

It was reported that the District did very well and the timing of the refinancing and bond sale was good. The savings offsets the cost of several expensive projects. Amity managed to get a 1.58 percent interest rate. The total interest expense will be \$201,964.17. For refunding bonds, the final net savings (net of all expenses) was \$357,271.67, or 13.2 percent of the prior bonds. The final savings will pay for the interest expense of the new money bonds, along with some principal. Mr. Levine noted that the debt schedule has changed.

d. Discussion of Forecasts

There has been discussion between Dr. Brady, Mr. Levine and members of the Board about the value of long-term forecasts. Changes are planned to make the forecasts more accurate. Items will be examined more carefully.

Dr. Brady said that information from forecasts has been criticized and misused.

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

A memo dated August 7, 2012 addresses this topic. A complete and detailed report on the condition of this fund should be submitted to the member towns annually. The report was contained within the Board of Education packet.

f. Discussion of Monthly Financial Statements

1. Fiscal Year 2011-2012
2. Fiscal Year 2012-2013

Dr. Brady noted that a Summary of Cost Savings and Efficiencies has been added to the Revenues and Expenditures report.

Mr. Hurley questioned what the current surplus is. Dr. Brady said approximately \$53,000.

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

1. Fiscal Year 2011-2012
2. Fiscal Year 2012-2013

There were no questions.

h. Discussion and Possible Action on Budget Transfers  
Transfer Budgets into New Account

The budget for natural gas at the high school is \$132,495 (12,045 MBTU at \$11 each MBTU). The number of MBTU (million British thermal units) is calculated by dividing the estimated heating oil usage of 86,000 gallons by 7.14. This is included in the adopted 2012-2013 budget under 5620-Oil Used for Heating. A budget transfer is requested to move \$132,495 into a new account for natural gas expenditures. Mr. Levine noted that the District is locked into paying oil storage costs. With the new process, Amity will buy what is needed, when it is needed, and pay for it then.

*Move to make the following budget transfer of \$132,495 from Oil Used for Heating to the new account for Natural Gas (Mr. Hurley, 2d Ms. Gedansky).*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
03-14-2600-5620	Oil Used for Heating	\$132,495	
03-14-2600-5621	Natural Gas		\$132,495

*Vote in favor unanimous.*

*Motion passed.*

The budget for propane to heat the field house and facilities garage and provide gas to the kitchen facilities is \$17,000. This is included in the adopted 2012-2013 budget under 5410-Utilities-Excluding Heat. A budget transfer is requested to move \$17,000 into an account for natural gas expenditures.

*Move to make the following budget transfer of \$17,000 from Utilities – Excluding Heat to the new account for Natural Gas (Mr. Hurley, 2d Ms. Gedansky).*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
03-14-2600-5410	Utilities	\$17,000	
03-14-2600-5621	Natural Gas		\$17,000

*Vote in favor unanimous.*

*Motion passed.*

Due to higher than expected enrollment, additional Chinese and Spanish textbooks are needed.

*Move to make the following budget transfer of \$4,800 to purchase additional Chinese and Spanish textbooks for the High School World Language Department (Mr. Hurley, 2d Mr. Stirling).*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
03-14-2219-5611	Instructional Supplies	\$4,800	
03-11-1006-5641	Textbooks		\$4,800



*Vote in favor unanimous.*

*Motion passed.*

i. Update on Financial Operations

1. Superintendent's Quarterly Report in Compliance with Board Policy 3292.1 (b), Deposit Policy for Custodial Credit Risk

Dr. Brady reported that the Accounts Payable, Payroll Accounts, Adult Education, Cafeteria Funds and Grants Fund have been moved to Peoples United from Bank of America. In addition, new accounts were opened at Peoples United for the Self-Insured Reserve Fund and Artificial Turf Special Project Account. The other smaller accounts are with Bank of America.

Mr. Hurley asked about the accounts left with Bank of America.

Mr. Levine said that they are all relatively small accounts.

6. Policy

This topic was addressed under Item 5b.

7. Personnel

a. Executive Session – Negotiations

*Move to enter Executive Session at 8:03 p.m.* (Ms. Gedansky, 2d Mr. Hurley).

*Vote in favor unanimous.*

*Motion passed.*

Executive Session concluded at 8:13 p.m.

b. Discussion and Possible Action to Approve the Contract with the Custodial Bargaining Unit

*Motion to approve the custodial contract* (Mr. DeMaio, 2d Mr. Hurley).

*Vote in favor unanimous.*

*Motion passed.*

**10. Items for the Next Agenda**

No new items were added.

**11. Adjournment**

*Motion to adjourn the meeting at 8:14 p.m.* (Mr. Hurley, 2d Ms. Crocco).

*Motion passed; meeting adjourned.*

Respectfully submitted,

\_\_\_\_\_  
Marianne Lippard, recording clerk  
Rita Gedansky, secretary

**References/Attachments:**

- Minutes:** Special Board of Education, June 7, 2012  
Regular Meeting, June 11, 2012  
Special Board of Education, June 14, 2012  
Special Board of Education, June 18, 2012
- Reports:** 2012 CAPT/CMT Results  
Personnel Report, 8/20/12  
Reserve Fund for Capital and Nonrecurring Expenditures for FY Ending 6/30/12  
Amity Regional School District No. 5 Revenues and Expenditures for FY 2011-2012  
Amity Regional School District No. 5 Revenues and Expenditures for FY 2012-2013  
Amity Regional School District No. 5 Budget Transfers
- Memos:** Stefan Pryor to Superintendent of Schools (7/11/12) re: 2010-11 District Annual Performance Reports and Determinations  
Jack B. Levine to John J. Brady (5/25/12) re: Fiduciary Investment Advisors Recommendation  
Jack B. Levine to John J. Brady (5/25/12) re: Proposed Fund Balance Policy  
Jack B. Levine to John J. Brady (5/25/12) re: Forecasts  
Jack B. Levine to John J. Brady (8/7/12) re: Reserve Fund for Capital and Nonrecurring Expenditures  
Jack B. Levine to John J. Brady (8/13/12) re: Budget Transfers of \$3,000 or More

## Students

### Search and Seizure

#### Use of Dogs to Search School Property

The Amity Board of Education believes its schools provide a safe and orderly environment in which to learn. The Board is confident that the administration acts diligently to implement Board of Education policies geared to bar illegal substances from school and to respond to situations in which illegal substances are detected. Given the prevalence of illegal substances among the youth population in our society, the Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances within the Amity Regional School District.

When the Superintendent determines that the existence of illegal substances is creating a disruption of the educational environment, the Superintendent may invite the appropriate police authority to search school property with dogs trained for the purpose of detecting the presence of illegal substances. The purpose of such a search shall be to protect the health and safety of students, employees or property and to detect the presence of illegal substances. The use of trained drug sniffing dogs is subject to the following:

1. The Superintendent shall contact the appropriate police authority who will conduct the search using a properly trained drug-sniffing dog (not a general police k-9) handled by a specially trained officer. The Principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified of this policy through its inclusion in the student and/or parent handbook.
3. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
  - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
  - b. When used for demonstration purposes, the dog may not sniff the person or any individual.
4. Individual(s) shall not be subject to a search by dogs except as permitted by law.
5. Once notification has been given to parents and students, through the inclusion of the policies in the student and/or parent handbook, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searched need not be released in advance.

## Students

### Search and Seizure

#### Use of Dogs to Search School Property (continued)

6. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of the item or place or responsibility for it shall be called to witness the search. If a dog alerts on a locked vehicle, the driver shall be asked to unlock it for inspection.
7. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

(cf. – 5145.12 Search and Seizure)

Legal Reference:

Connecticut General Statutes

10-221 Boards of education to prescribe rules.

*New Jersey v. T.L.O.*, 53 U.S.L.W. 4083 (1985)

PA 94-115 An Act Concerning School Searches

Policy adopted: 5-12-2008

## Students

### Search and Seizure

#### Desks and School Lockers

Desks and school lockers are property of the schools for temporary use by students. With reasonable concern for students' Fourth Amendment rights, school Administrators or designees may inspect student desks and lockers to safeguard students, their property, and school property. The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. Students shall be notified in advance that Board of Education policy allows desks and lockers to be searched as provided in this policy.

School administrators, and/or law enforcement officials authorized by school administrators, may search student lockers and other school property for weapons, contraband, or the fruits of a crime under the following circumstances:

1. When the school administrator believes that the search is justified at its inception and is reasonably related in scope to the circumstances which justified it;
2. There are reasonable grounds to believe that the search will reveal evidence that a student has violated or is violating either school rules or laws.

#### Personal Searches

The U.S. Supreme Court has unanimously affirmed that Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. However, students may be searched if:

1. There are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school," and
2. The search is "reasonable relating to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

Personal searches of students and searches of student property shall be limited to the search of purses, knapsacks, book bags, and the like; outer coats and jackets, footwear, belts, pockets, hair, hats, and automobiles.

Legal Reference: Connecticut General Statutes  
 10-221 Boards of Education to Prescribe Rules  
 PA 94-115 An Act Concerning School Searches  
*New Jersey v. TLO*, 469 U 325; 105S. CT 733

Policy adopted: December 11, 2006 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
 Woodbridge, Connecticut

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



*John J. Brady, Ed.D.*  
*Superintendent of Schools*

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

September 10, 2012

**To: Members of the Board of Education**  
**From: John J. Brady, Superintendent of Schools**  
**Re: Personnel Report**

**New Hire(s):**

**Amity Reg. District Offices – Woodbridge – None**

**Amity Reg. High School – Woodbridge:**

Karen Waterman – Career / Vocational Counselor – Karen received her BA from Rochester Institute of Technology in Applied Science; her MS from Western Connecticut State University in School Counseling. Karen comes to Amity from the Wilton Public Schools system.

**Amity Reg. Middle Schools – Orange – None**

**Amity Reg. Middle School – Bethany – None**

**Coaches:**

**Amity Reg. High School – Woodbridge – None**

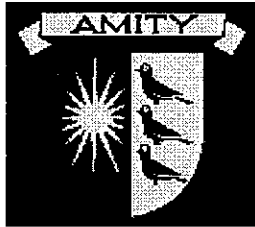
**Amity Reg. Middle Schools – Bethany / Orange**

Kelsey Doheny – Girls' Middle School Soccer – Amity Middle School – Orange Campus

**Resignation(s): None**

**Retirement(s): None**

JJB/pfc



**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**Office of: Jack B. Levine**  
**Director of Finance and Administration**  
**District Offices**  
**25 Newton Road**  
**Woodbridge, CT 06525**  
**(203) 397-4813**  
**[jack.levine@reg5.k12.ct.us](mailto:jack.levine@reg5.k12.ct.us)**

**INVITATION FOR PROPOSAL**

Notice is hereby given that responses to the following will be received by the Director of Finance and Administration until:

**FRIDAY, SEPTEMBER 28, 2012 - 2:00 PM**

**REQUEST FOR QUALIFICATION/PROPOSAL**  
**CONSULTATIVE SERVICES/LONG RANGE PLANNING STUDY**

Specifications, if not attached, may be obtained at the office of the:

**Director of Finance and Administration**

The Amity Regional School District No. 5 reserves the right to reject any consultant/firm offering services which, in the District's opinion does not meet the standard or quality established by this information package. Furthermore, Amity Regional School District No. 5 reserves the right to waive errors in any proposals, to accept other than the low bidder, and reject any or all proposals at its discretion.

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

**Office of: Jack B. Levine**

**Director of Finance and Administration**

**District Offices**

**25 Newton Road**

**Woodbridge, CT 06525**

**(203) 397-4813**

**jack.levine@reg5.k12.ct.us**

**REQUEST FOR QUALIFICATION/PROPOSAL SPECIFICATION FORM**  
**CONSULTATIVE SERVICES/LONG RANGE PLANNING STUDY**

The Amity Regional School District No. 5 reserves the right to reject any and all proposals, or separate parts thereof, requested herein before. The Amity Regional School District No. 5 is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in PROPOSAL prices nor added to any items specified.

**PROPOSAL CLOSURE DATE: Received Until: FRIDAY, SEPTEMBER 28, 2012 - 2:00 PM**

<b>LOCATION TO FORWARD PROPOSALS:</b>	<b>Jack B. Levine, Director of Finance and Administration</b> <b>Amity Regional School District No. 5</b> <b>District Offices</b> <b>25 Newton Road</b> <b>Woodbridge, CT 06525</b>
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**PROPOSAL SECURITY:** Required \_\_\_\_\_ Not Required  X

**PREVAILING WAGE:** Required \_\_\_\_\_ Not Required  X

**FORMS TO COMPLETE PROPOSAL: Submit 1 electronic copy and 8 paper copies.**

**IDENTIFY ENVELOPE: BID PROPOSAL for CONSULTATIVE SERVICES/LONG RANGE PLANNING STUDY**

**LENGTH OF TIME PRICES WILL BE HONORED: \_\_\_\_\_**

**STATE ESTIMATED DELIVERY DATE: N/A**

**STATE ESTIMATED COMPLETION DATE: N/A**

I have read and understand the requirements of this Request for Qualifications/Proposal and my response is contained herein:

\_\_\_\_\_  
*Signature of Company Representative* *Date*

**PRINT NAME AND TITLE: \_\_\_\_\_**

**COMPANY: \_\_\_\_\_**

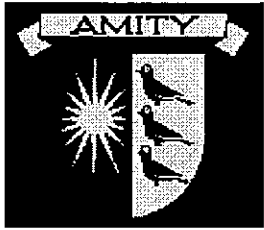
**ADDRESS: \_\_\_\_\_**

**TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_**

**TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_**

**E-MAIL ADDRESS: \_\_\_\_\_**





**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**Jack B. Levine, Director of Finance and Administration**  
**25 Newton Road, Woodbridge, CT 06525**  
**Phone: (203-397-4813) e-mail: jack.levine@reg5.k12.ct.us**

**REQUEST FOR QUALIFICATIONS / PROPOSALS**  
**For**  
**Consultative Services for**  
**Long Range Planning Study**

**Introduction**

The Regional School District No. 5 is a secondary school district of grades 7 through 12. The member towns of Bethany, Woodbridge and Orange have their own K through 6 elementary school districts. The District strives to be a progressive school district in which students are prepared to achieve their highest level, surrounded by an engaged community that is proud of its educational system.

The Amity Board of Education and its Superintendent of Schools are seeking recommendations, looking at five (5) to ten (10) years out, for the design of a school system that reflects its vision, in light of declining enrollment, and takes into consideration budget, facilities, technology, resources, and educational programs.

The Regional School Districts' average daily membership on October 1, 2011 was 2,449. The District has two middle schools (grades 7 and 8), one in Bethany and one in Orange. The high school is located in Woodbridge. Students from Bethany and Woodbridge attend the Bethany Middle School. Students from Orange attend the Orange Middle School. Students from all three member towns attend Amity High School (grades 9 through 12).

Dated 8/20/2012

The Board seeks continuously to improve in support of its vision. In looking to the future, the Board will strive to continue to offer a quality education to all of its students in environments that support student learning. At the same time it wishes to be fiscally responsible in the use of its resources and facilities. To this end, the Superintendent of Schools and key administrators will work with a consultant/firm to achieve the following:

1. Determine the most efficient use and allocation of resources, including but not limited to staffing, given forecasted demographics, declining enrollment, capacity of existing schools and other relevant variables; and
2. Propose to the Amity Board of Education a range of possible alternatives to the current use of staffing, facilities, configuration, infrastructure, practices, and procedures taking into consideration their relevant implications including, but not limited to, budget, facilitation of academic programs, impact on children and families, and legislative requirements and mandates;
3. Determine the appropriate level of staffing.

### **Scope of Services**

This **Request for Qualifications/Proposals** is being issued for **consultative services**. The selected consultant/firm will be expected to:

- Review, verify, and analyze school enrollment projections, population trends, and forecasted demographics.
- Determine the appropriate level of staffing; identify where staffing should be increased or decreased and when this should occur based on projected enrollments; and explain the rationale behind the recommendations and the impact on the education of Amity students.
- Examine all school facilities, resources, and technology infrastructure with respect to current and future condition and capacity.
- Consider various options for grade and geographic educational groupings, configuration, and organization.
- Identify other potential opportunities beyond the existing programs that are offered.
- Prepare a recommended strategic plan with timelines for the immediate and long term future.

- Examine implications of the recommendations on academic achievement, budget, infrastructure, facilities, and transportation, as well as impact on children and families.

### **Qualifications**

Eligible consultants/firms will have the following minimum qualifications:

1. Experience analyzing enrollment projects and other demographic data and how they relate to physical space requirements and making recommendations based on those projections and requirements.
2. Ability to analyze staffing and determine the appropriate level based on the Board's Goals and enrollment projections.
3. Ability to provide full services to the project including engineers, architects, and other experts needed to evaluate the physical condition of the school facilities and infrastructure.
4. Ability to identify any facilities' issues that are foreseeable beyond the 10-year period and any recommendations to avoid or cope with these issues.
5. Knowledge of federal and state laws and regulations pertaining to school buildings and their educational requirements and standards.
6. Understanding of best practices for curriculum and educational trends.

### **Format Required for Statement of Qualifications/Proposals**

In order to expedite review of the respondent's statements of qualifications and proposals, please provide the following information in the order listed below:

1. A Letter of Transmittal signed by a principal of the lead firm, not to exceed two pages, describing your firm or team and its qualifications, and why yours is the best firm for this project.
2. Statement of Qualifications to include, but not necessarily limited to, the following:
  - a. Name and address of your firm. Indicate who your contact person will be and provide a phone number, fax number and e-mail address.

- b. A description of your proposal including how your firm intends to approach the assignment and an overview of the principals who will be working on the project and the tasks they will be responsible for.
  - c. A list and description of the projects that your firm has been involved with in the past five years that are similar to the scope and challenge of this project.
  - d. A timeline required to complete the project.
  - e. Three (3) references from similar projects.
3. Provide an estimated cost of services for the project as described in your Statement of Qualifications.

**Deadline for responses is Friday, September 28, 2012 at 2:00 PM**

**Deliver 1 electronic copy and 8 paper copies to:**

**Jack B. Levine  
Director of Finance and Administration  
Amity Regional School District No. 5  
District Offices  
25 Newton Road  
Woodbridge, CT 06525  
jack.levine@reg5.k12.ct.us**

The 8 paper copies should be enclosed in a sealed envelope with “BID PROPOSAL for CONSULTATIVE SERVICES/LONG RANGE PLANNING STUDY” clearly marked on the outside of the sealed envelope. The electronic copy should be e-mailed to jack.levine@reg5.k12.ct.us **AFTER** the bid closing on Friday, September 28, 2012 at 2:00 p.m. but not later than Monday, October 1, 2012. This will assure the integrity of bid process.

### **Method of Selection**

Selection will be based upon demonstrated ability to conform to the scope of services described above. The Amity Board of Education reserves the right to reject any consultant/firm offering services, which, in their opinion, does not meet the standard or quality established by this information package. The Amity Board of Education shall select the consultant/firm which it deems in the best interest of this project and the Amity Regional School District No. 5.

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the Amity Regional School District No. 5 does not discriminate in any of its programs or activities on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation or disability in establishing and implementing hiring and employment practices and establishing and providing school activities and educational 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](mailto:jack.levine@reg5.k12.ct.us)

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

To: Dr. John J. Brady, Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Proposed 2013-2014 Budget Calendar  
Date: September 4, 2012

The proposed 2013-2014 budget calendar key dates are, as follows:

- |                                     |   |
|-------------------------------------|---|
| January 15, 2013                    | Superintendent's Budget is mailed to Amity Finance Committee and Board of Education Members   |
| January 28, 2013                    | Superintendent presents his budget proposal to Amity Finance Committee. Additional budget workshop date(s) will be set, if needed. All Board of Education members are invited to attend |
| February 4, 2013                    | Superintendent presents budget proposal to Board of Education. Additional budget workshop date(s) will be set, if needed.   |
| February 11, 2013                   | Amity Finance Committee takes action on the proposed budget   |
| February 11, 2013                   | Board of Education takes action on the proposed budget  |
| February 12, 2013-<br>March 1, 2013 | Superintendent presents the preliminary Board of Education Adopted 2013-2014 Budget to Bethany, Orange and Woodbridge Boards of Finance at a mutually convenient date and time          |
| March 4, 2013-<br>March 6, 2013     | Superintendent will revise the proposed 2013-2014 Budget based on the most current information  |
| March 7, 2013                       | Superintendent will distribute the proposed 2013-2014 Budget with recommended changes, if any, based on the most current information to Amity Finance Committee and Board of Education  |

- |                            |   |
|----------------------------|---|
| March 11, 2013             | Superintendent will discuss his proposed changes, if any, with the Amity Finance Committee. Amity Finance Committee will vote on the revised 2013-2014 Budget |
| March 11, 2013             | Superintendent will discuss his proposed changes, if any, with the Board of Education. The Board of Education will vote on the revised 2013-2014 Budget       |
| April 1, 2013<br>(Monday)  | Public District Budget Hearing  |
| April 1, 2013              | Amity Finance Committee discusses and makes possible changes to final 2013-2014 Budget  |
| April 1, 2013              | Amity Board of Education discusses and makes possible changes to final 2013-2014 Budget   |
| April 8, 2013              | Amity Finance Committee takes final action on 2013-2014 Budget  |
| April 8, 2013              | Amity Board of Education takes final action on 2013-2014 Budget   |
| May 7, 2013<br>(Tuesday)   | Annual Public Budget Meeting to be adjourned to a referendum vote   |
| May 8, 2013<br>(Wednesday) | Referendum  |

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



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

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

To: Dr. John J. Brady, Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Proposal to Extend and Blend Electricity Supply Contract  
Date: September 4, 2012

Enclosed is a proposal to take advantage of the historically low electricity supply prices by 'extending and blending'. We have done this in the past to the District's benefit. Currently, we have a contract to pay \$0.10650 per kilowatt hour to December 31, 2012 and a price of \$0.0899 per kilowatt hour to December 31, 2014. If we were to 'extend and blend' our electricity supply contract, the District's price would be approximately \$0.0831 per kilowatt hour (compared to \$0.0899 per kilowatt hour) through December 31, 2016 (an extension of the contract for two years).

The price of \$0.0831 per kilowatt hour is only an estimate. If the Board approves the 'extend and blend' proposal, the market price on the day following the approval will determine our contract price.

I recommend the following motion:

**Amity Finance Committee:**

***Move to recommend to the Amity Board of Education that the Superintendent of Schools be authorized to 'extend and blend' the District's electricity supply contract at a price of about \$0.0831 per kilowatt hour with an extension of the contract to December 31, 2016. Furthermore, it is recommended that the Superintendent is authorized to determine if the market price is in the best interest of the District. Finally, it is recommended the Board waive the Board's Purchasing Policy on bidding as this is with the same vendor and will benefit the District.***

**Amity Board of Education:**

***Move the Superintendent of Schools be authorized to 'extend and blend' the District's electricity supply contract at a price of about \$0.0831 per kilowatt hour with an extension of the contract to December 31, 2016. The Superintendent is authorized to determine if the market price is in the best interest of the District. The Board waives the Board's Purchasing Policy on bidding as this is with the same vendor and will benefit the District.***

Enclosure





4<sup>th</sup> September, 2012

Mr. Jack Levine  
Director of Finance and Administration  
Amity Regional School District  
25 Newton Road  
Woodbridge, Connecticut 06525

Dear Jack,

I have calculated the projected savings using the new electricity usage estimates which were provided by yourself and Jim. Due to the energy projects which were implemented at the high school, the usage has been significantly reduced from 4.5 million kWh to 3.9 million kWh – This is a real positive.

I have approached this as follows; I have negotiated the current contract:

The current BOE contract ends 12/31/2014 with a price of \$0.0899 per kWh.

The renegotiated contract price is \$0.0831 per kWh, resulting in savings of \$106,080 and will add 24 months to the end of the current contract.

Amity Regional School District  
Current Contract in Place  
Start Date: January 2013  
End Date: December 2014  
Price: \$0.0899 per kWh

New Negotiated Contract  
Start Date: January 2013  
End Date: December 2016  
Price: \$ 0.0831 (reduced price per kWh)  
Total Additional Savings: \$106,080

Titan is also in the process of restructuring current energy savings for the Town of Woodbridge, as well as Bethany, universities, hospitals and many towns. Titan's customers have agreed with our energy management system. We take savings when we can.

I strongly recommend the BOE lock in the \$106,000 savings now. This will allow the BOE to stabilize energy costs and budget appropriately.

Please do not hesitate to call with any questions or concerns.

Sincerely,

Michael Horton  
Executive Vice President  
Titan Energy New England, Inc.  
2275 Silas Deane Hwy  
Rocky Hill, CT 06067  
P.203.464.3163  
F.203.393.1781

Boston, MA 02127  
88 Black Falcon, Suite 342  
P.617.338.6300 F.617.542.4487

Rocky Hill, CT 06067  
2275 Silas Deane Highway  
P.860.436.2768 F.860.436.3459

Kingston, NH 03848  
8 Williams Path  
P.603.642.9591 F.603.642.6477

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2012-2013

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2011-2012 UNAUDITED	2012-2013 BUDGET	JUL '12 FORECAST	CHANGE INCR./ (DECR.)	AUG '12 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	MEMBER TOWN ALLOCATIONS	41,199,830	41,664,551	41,664,551	0	41,664,551	0	FAV
2	OTHER REVENUE	202,397	209,505	219,651	0	219,651	10,146	FAV
3	OTHER STATE GRANTS	610,679	1,043,577	1,043,577	(11,063)	1,032,514	(11,063)	UNF
4	MISCELLANEOUS INCOME	1,031,626	409,182	409,104	0	409,104	(78)	UNF
5	BUILDING RENOVATION GRANTS	478,131	286,347	286,347	0	286,347	0	FAV
6	<b>TOTAL REVENUES</b>	<b>43,522,663</b>	<b>43,613,162</b>	<b>43,623,230</b>	<b>(11,063)</b>	<b>43,612,167</b>	<b>(995)</b>	<b>UNF</b>
7	SALARIES	22,711,361	22,926,055	22,926,055	0	22,926,055	0	FAV
8	BENEFITS	5,498,457	5,035,918	5,055,744	0	5,055,744	19,826	UNF
9	PURCHASED SERVICES	5,491,355	6,923,720	6,919,711	(126,000)	6,793,711	(130,009)	FAV
10	DEBT SERVICE	5,562,444	5,364,858	5,342,896	0	5,342,896	(21,962)	FAV
11	SUPPLIES (INCLUDING UTILITIES)	3,000,262	3,040,193	2,992,506	0	2,992,506	(47,687)	FAV
12	EQUIPMENT	320,059	56,887	56,887	0	56,887	0	FAV
13	IMPROVEMENTS / CONTINGENCY	51,849	150,000	150,000	0	150,000	0	FAV
14	DUES AND FEES	106,192	115,531	115,531	4,258	119,789	4,258	UNF
15	TRANSFER ACCOUNT	150,100	0	0	0	0	0	FAV
16	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
17	<b>TOTAL EXPENDITURES</b>	<b>42,892,079</b>	<b>43,613,162</b>	<b>43,559,330</b>	<b>(121,742)</b>	<b>43,437,588</b>	<b>(175,574)</b>	<b>FAV</b>
18	<b>SUBTOTAL</b>	<b>630,584</b>	<b>0</b>	<b>63,900</b>	<b>110,679</b>	<b>174,579</b>	<b>174,579</b>	<b>FAV</b>
19	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	76	0	0	0	0	0	FAV
20	<u>DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:</u>							
21	LESS: ASSIGNED TO NEXT YEAR'S BUDGET	(300,000)		0	0	0	0	FAV
22	LESS: COMMITTED TO ERRP	0	0	0	0	0	0	FAV
23	<b>NET BALANCE / (DEFICIT)</b>	<b>330,660</b>	<b>0</b>	<b>63,900</b>	<b>110,679</b>	<b>174,579</b>	<b>174,579</b>	<b>FAV</b>

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

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2012-2013

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2011-2012 UNAUDITED	2012-2013 BUDGET	JUL '12 FORECAST	CHANGE INCR./(DECR.)	AUG '12 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	BETHANY ALLOCATION	8,439,785	8,591,647	8,591,647	0	8,591,647	0	FAV
2	ORANGE ALLOCATION	19,944,426	20,687,700	20,687,700	0	20,687,700	0	FAV
3	WOODBIDGE ALLOCATION	12,815,619	12,385,204	12,385,204	0	12,385,204	0	FAV
4	MEMBER TOWN ALLOCATIONS	41,199,830	41,664,551	41,664,551	0	41,664,551	0	FAV
5	ADULT EDUCATION	3,244	3,307	3,099	0	3,099	(208)	UNF
6	PARKING INCOME	30,054	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	977	2,500	2,500	0	2,500	0	FAV
8	ATHLETICS	25,948	22,000	22,000	0	22,000	0	FAV
9	TUITION REVENUE	69,232	76,028	86,382	0	86,382	10,354	FAV
10	TRANSPORTATION INCOME	72,942	75,670	75,670	0	75,670	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	202,397	209,505	219,651	0	219,651	10,146	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	610,679	1,043,577	1,043,577	(11,063)	1,032,514	(11,063)	UNF
15	OTHER STATE GRANTS	610,679	1,043,577	1,043,577	(11,063)	1,032,514	(11,063)	UNF
16	RENTAL INCOME	29,701	29,000	29,000	0	29,000	0	FAV
17	CAPITAL RESERVE	0	0	0	0	0	0	FAV
18	CONSTRUCTION SINKING DEBT FUND	262,000	0	0	0	0	0	FAV
19	DESIGNATED FROM PRIOR YEAR	675,000	300,000	300,000	0	300,000	0	FAV
20	EARLY RETIREE REINSURANCE PROGRAM	0	64,034	63,956	0	63,956	(78)	UNF
21	OTHER REVENUE	64,925	16,148	16,148	0	16,148	0	FAV
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	1,031,626	409,182	409,104	0	409,104	(78)	UNF
24	BUILDING RENOVATION GRANTS	478,131	286,347	286,347	0	286,347	0	FAV
25	TOTAL REVENUES	43,522,663	43,613,162	43,623,230	(11,063)	43,612,167	(995)	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 2012-2013**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2011-2012 UNAUDITED	2012-2013 BUDGET	JUL '12 FORECAST	CHANGE INCR./(DECR.)	AUG '12 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	5111-CERTIFIED SALARIES	19,208,713	19,326,825	19,326,825	0	19,326,825	0	FAV
2	5112-CLASSIFIED SALARIES	3,502,648	3,599,230	3,599,230	0	3,599,230	0	FAV
3	<b>SALARIES</b>	<b>22,711,361</b>	<b>22,926,055</b>	<b>22,926,055</b>	<b>0</b>	<b>22,926,055</b>	<b>0</b>	<b>FAV</b>
4	5200-MEDICARE - ER	294,034	298,468	298,468	0	298,468	0	FAV
5	5210-FICA - ER	221,612	229,591	229,591	0	229,591	0	FAV
6	5220-WORKERS' COMPENSATION	119,070	134,184	154,010	0	154,010	19,826	UNF
7	5231-BLUE CROSS DENTAL	259,310	247,121	247,121	0	247,121	0	FAV
8	5251-MEDICAL INSURANCE	3,272,420	2,799,458	2,799,458	0	2,799,458	0	FAV
9	5860-OPEB TRUST	376,753	394,346	394,346	0	394,346	0	FAV
10	5260-LIFE INSURANCE	45,356	44,438	44,438	0	44,438	0	FAV
11	5275-DISABILITY INSURANCE	9,345	9,582	9,582	0	9,582	0	FAV
12	5280-PENSION PLAN - CLASSIFIED	599,032	663,791	663,791	0	663,791	0	FAV
13	5282-RETIREMENT SICK LEAVE - CERT	113,827	87,264	87,264	0	87,264	0	FAV
14	5283-RETIREMENT SICK LEAVE - CLASS	24,093	8,118	8,118	0	8,118	0	FAV
15	5284-SEVERANCE PAY - CERTIFIED	131,225	107,557	107,557	0	107,557	0	FAV
16	5290-UNEMPLOYMENT COMPENSATION	32,380	12,000	12,000	0	12,000	0	FAV
17	<b>BENEFITS</b>	<b>5,498,457</b>	<b>5,035,918</b>	<b>5,055,744</b>	<b>0</b>	<b>5,055,744</b>	<b>19,826</b>	<b>UNF</b>
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	9,076	11,564	11,564	0	11,564	0	FAV
19	5327-DATA PROCESSING	63,014	69,140	69,140	0	69,140	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	976,946	930,829	930,829	0	930,829	0	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	58,867	71,487	71,487	0	71,487	0	FAV
22	5510-PUPIL TRANSPORTATION	2,108,673	2,524,305	2,524,305	0	2,524,305	0	FAV
23	5521-GENERAL LIABILITY INSURANCE	158,330	166,770	162,761	0	162,761	(4,009)	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	68,605	73,748	73,748	0	73,748	0	FAV
25	5560-TUITION EXPENSE	1,971,800	2,984,225	2,984,225	(126,000)	2,858,225	(126,000)	FAV
26	5590-OTHER PURCHASED SERVICES	76,044	91,652	91,652	0	91,652	0	FAV
27	<b>PURCHASED SERVICES</b>	<b>5,491,355</b>	<b>6,923,720</b>	<b>6,919,711</b>	<b>(126,000)</b>	<b>6,793,711</b>	<b>(130,009)</b>	<b>FAV</b>

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2012-2013**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2011-2012 UNAUDITED	2012-2013 BUDGET	JUL '12 FORECAST	CHANGE INCR./ (DECR.)	AUG '12 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
28	5830-INTEREST	1,832,444	1,679,858	1,657,896	0	1,657,896	(21,962)	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,730,000	3,685,000	3,685,000	0	3,685,000	0	FAV
30	DEBT SERVICE	5,562,444	5,364,858	5,342,896	0	5,342,896	(21,962)	FAV
31	5410-UTILITIES, EXCLUDING HEAT	820,286	812,299	795,299	0	795,299	(17,000)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	672,600	672,721	672,721	0	672,721	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	321,364	359,292	354,492	0	354,492	(4,800)	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	171,359	179,208	179,208	0	179,208	0	FAV
35	5620-OIL USED FOR HEATING	331,360	217,839	37,657	0	37,657	(180,182)	FAV
36	5621-NATURAL GAS	0	0	149,495	0	149,495	149,495	UNF
37	5627-TRANSPORTATION SUPPLIES	153,298	204,967	204,967	0	204,967	0	FAV
38	5641-TEXTBOOKS	71,132	106,331	111,131	0	111,131	4,800	UNF
39	5642-LIBRARY BOOKS & PERIODICALS	22,438	21,607	21,607	0	21,607	0	FAV
40	5690-OTHER SUPPLIES	436,425	465,929	465,929	0	465,929	0	FAV
41	SUPPLIES (INCLUDING UTILITIES)	3,000,262	3,040,193	2,992,506	0	2,992,506	(47,687)	FAV
42	5730-EQUIPMENT - NEW	124,486	28,671	28,671	0	28,671	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	195,573	28,216	28,216	0	28,216	0	FAV
44	EQUIPMENT	320,059	56,887	56,887	0	56,887	0	FAV
45	5715-IMPROVEMENTS TO BUILDING	4,785	0	0	0	0	0	FAV
46	5720-IMPROVEMENTS TO SITES	47,064	0	0	0	0	0	FAV
47	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
48	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	0	0	0	FAV
49	5855-CAPITAL RESERVE	0	0	0	0	0	0	FAV
50	IMPROVEMENTS / CONTINGENCY	51,849	150,000	150,000	0	150,000	0	FAV
51	5580-STAFF TRAVEL	20,112	19,476	19,476	0	19,476	0	FAV
52	5581-TRAVEL - CONFERENCES	17,402	15,339	15,339	0	15,339	0	FAV
53	5810-DUES & FEES	68,678	80,716	80,716	4,258	84,974	4,258	UNF
54	DUES AND FEES	106,192	115,531	115,531	4,258	119,789	4,258	UNF
55	5856-TRANSFER ACCOUNT	150,100	0	0	0	0	0	FAV
56	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
57	TOTAL EXPENDITURES	42,892,079	43,613,162	43,559,330	(121,742)	43,437,588	(175,574)	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 2012-2013**

**AUGUST 2012**

**SUMMARY OF COST SAVINGS AND EFFICIENCIES**

Below is a list of the cost savings and efficiencies implemented for the current fiscal year:

- We have implemented the self funded insurance program for medical and dental benefits. The target savings is \$525,000, which is included in the 2012-2013 budget.
- Amity High School heating equipment and cafeteria kitchen, culinary kitchen, garage and field house will use natural gas rather than fuel oil and propane. The target savings is \$120,000, which is included in the 2012-2013 budget.
- The District is working with our insurance provider (CIRMA) to institute a 'budget stabilization program' for Liability-Automobile-Property (LAP) coverages, which includes enhanced risk control services, and a multiple-year coverage period with stabilized rates applicable to annual contributions. Thus, we will be identifying and implementing risk control initiatives. This will cap premium increases to 5 percent over the prior year for the next two fiscal years.
- The Cable Advisory Council Area 2 (CAC) awarded \$18,325 on the government grant application for the October 1, 2011 to September 2012. This grant had been submitted by the high school administration.
- The District has switched its third-party agent for reviewing State unemployment compensation. This should reduce costs.
- We negotiated a 'storage fee' for the unused heating oil from last fiscal year down to 10 cents per gallon per month from the initial proposal of 15 cents per gallon per month, which saved \$10,607.
- The District refinanced 2008 bonds. Moody's Investor Service reviewed and assigned a rating of Aa1 to the District. Due to the District and Member Towns' high bond ratings and timing in the market, we obtained total savings of \$357,271.67. These savings will offset the interest cost of \$201,964.17 on the bonds for the high school roof restoration, air handling unit replacement in the high school boys' and girls' locker rooms including the piping of the new cooling coils, and repaving at Orange Middle School.

**SUMMARY OF COST SAVINGS AND EFFICIENCIES**  
**(Continued)**

- The Finance Office implemented several efficiencies, including:
  - ✓ Most of the collection of fees (over \$200,000) for Student Activity Accounts and Special Revenue Accounts are being done on-line by using MyPaymentsPlus. This has greatly reduced processing time in the schools and improved audit controls.
  - ✓ Staff reimbursements for mileage and other business expenses are being made by direct deposit. In addition, many of the high used vendors are being switched to direct deposit.
  - ✓ Remote deposit of checks into various bank accounts is saving time in preparing bank bags for each deposit and limiting the number of courier transactions required.
  
- The Technology Department has instituted a number of cost savings, including:
  - ✓ We are purchasing the iPad 2 in quantities of 10 and saving \$20 per iPad.
  - ✓ The department has used its staff rather than an outside contractor to install smart boards and projectors. To-date, we have saved \$2,400.
  - ✓ Apps are being purchased through the volume purchasing program at half price.
  - ✓ We are now participating in Microsoft's new Open Licensing Program, which is based on current full-time equivalent employees rather than the number of computers and servers. This saved approximately \$11,000, which is included in the 2012-2013 budget.

*In addition to the above-mentioned items, the District implemented the following cost savings and efficiencies for the current fiscal year:*

- *Two students who had been placed out of district were returned to the District. Estimated savings are \$94,000. Other savings of about \$34,000 have been realized due to two fewer students in the vo-ag schools.*
  
- *Facilities Director negotiated reduced pricing for Bethany and Orange Middle School fire alarm inspections for a savings of \$4,140.*
  
- *Facilities implemented chiller optimization at both middle schools. This was accomplished by installing circuit boards and programming the Building Management System to look at humidity, dry bulb, and outside air temperatures and reset the chilled water temperature accordingly. The chilled water temperature was previously set at 44 degrees but now resets up to 52 degrees. This saves large amounts of energy.*
  
- *All lights in all schools are on motion sensors and/or light sensors to optimize energy savings. The lights are also programmed through the Building Management System to optimize savings.*

- *The Field House air handler is now monitored and programmed so it is on only during occupied times. It had been on 24/7 with a thermostat at a set temperature.*
- *Trash and recycling services were bid for a three-year contract, which resulted in a savings of \$2,693.*
- *A terminal reheat strategy was implemented for the boiler plants at both middle schools. By using the Building Management System, we can monitor the system more efficiently and realize energy savings.*



**2012-2013 FORECAST**

The projected net balance of revenues and expenditures for this fiscal year is *\$174,579 FAV (previously \$63,900 FAV)*, which appears on page 1, column 6, line 18.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is *\$995 UNF (previously \$10,068 FAV)*, 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 average interest rates by month for the State Treasurer's Investment Fund (STIF) are shown below:

**Average Interest Rates by Month**

<u>Month</u>	<u>Rate</u>
June	0.09%
July	0.21%
<i>August</i>	<i>0.22%</i>

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

The forecast includes one more tuition student than budgeted.

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

*Based on the estimated tuition expenses at this time, the special education grants are projected be lower than budgeted.*

**LINE 20 on Page 2: EARLY RETIREE REINSURANCE PROGRAM:**

The District was notified we must return \$78.32, which has been deemed 'an overpayment' of the Early Retiree Reinsurance Program grant.

**EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is \$175,574 FAV (previously \$53,832 FAV), which appears on page 4, column 6, line 57.

**SELF INSURANCE:**

During July, total paid claims were \$173,646 and administration fees were \$39,708, or a total cost of \$213,354.

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

Workers' compensation insurance budget was based on information from our insurance carrier in December 2011. The premium increase was budgeted at 10 percent. Unfortunately, the District's claims experience was significantly higher than expected in the second half of the fiscal year, which resulted in the premiums rising 26.9 percent over last fiscal year's actual premiums. Our insurance carrier (Trident Insurance) and several other carriers refused to provide a bid. Connecticut Interlocal Risk Management Agency (CIRMA) submitted the only bid of \$149,010, or \$19,826 UNF over budget. The payroll audit is budgeted at \$5,000 and will be done later in the fiscal year.

**LINE 16 on Page 3: 5290-UNEMPLOYMENT COMPENSATION:**

The District has switched its third-party agent for reviewing State unemployment compensation. We believe this will enhance the review of claims and payments.

**LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE:**

The budget was based on an estimate provided by our insurance carrier for liability-automobile-property (LAP) insurance in December 2011. The LAP insurance was awarded to Connecticut Interlock Risk Management Agency (CIRMA) at the bid price of \$148,997, or \$2,773 FAV under budget. In addition, the Student Accident Insurance premium of \$13,764 is \$1,236 FAV under budget.

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

*These figures are subject to change on a monthly basis.*

*Tuition for the vo-ag schools is projected at \$34,398 FAV under budget.*

	<u>FY08-09</u> <u>ACTUAL</u>	<u>FY09-10</u> <u>ACTUAL</u>	<u>FY10-11</u> <u>ACTUAL</u>	<u>FY11-12</u> <u>ACTUAL</u>	<u>FY12-13</u> <u>BUDGET</u>	<u>FY12-13</u> <u>ACTUAL</u>
<i>Sound</i>	9	9	7	6	7	8
<i>Trumbull</i>	1	2	4	3	4	3
<i>Nonnewaug</i>	4	5	5	3	4	2
<i>Totals</i>	14	16	16	12	15	13

*Public (ACES) and private out-of-district placements are projected at \$93,789 FAV under budget.*

	<u>FY08-09</u> <u>ACTUAL</u>	<u>FY09-10</u> <u>ACTUAL</u>	<u>FY10-11</u> <u>ACTUAL</u>	<u>FY11-12</u> <u>ACTUAL</u>	<u>FY12-13</u> <u>BUDGET</u>	<u>FY12-13</u> <u>ACTUAL</u>
<i>Public SPED</i>	9	7	6	6	9	7
<i>Private SPED</i>	21	20.5	21	24	30	25
<i>Totals</i>	30	27.5	27	30	39	32

*Note: 0.5 is a part-time student.*

*The District has 27 students attending ECA. The total expenditure is \$2,187 UNF over budget.*

**LINE 28 on Page 4: 5830-INTEREST:**

The District refinanced 2008 bonds on July 26, 2012. Total savings are \$357,271.67. The savings for this fiscal year will be \$21,961.67 FAV.

**LINE 31 on Page 4: 5410-UTILITIES, EXCLUDING HEAT:**

If approved by the Amity Finance Committee and Amity Board of Education, the budget of \$17,000 FAV for propane to heat the field house and facilities garage and provide gas to the kitchen facilities will be moved to a new account, 5621-Natural Gas.

**LINE 33 on Page 4: 5611-INSTRUCTIONAL SUPPLIES:**

A budget transfer of \$4,800 FAV was approved to move funds into the Textbooks account to purchase additional Chinese and Spanish textbooks due to higher than expected enrollment.

**LINE 35 on Page 4: 5620-OIL USED FOR HEATING:**

The budget of \$132,495 FAV for natural gas to heat the high school was moved to a new account, 5621-Natural Gas.

Due to the warm weather, there were 34,886 gallons of unused heating oil from 2011-2012. The 'storage fee' for these gallons of heating oil is \$21,943, or \$10,607 FAV under budget. The 'storage fee' was initially proposed at 15 cents per gallon per month, but we negotiated it down to 10 cents per gallon per month. The budget assumed the purchase of 10,000 gallons of heating oil at \$3.50 per gallon for the middle schools. With the large carryover of unused heating oil, the forecast assumes the purchase of 5,000 gallons at \$3.1429 per gallon, or an estimated savings of \$19,285 FAV.

**LINE 36 on Page 4: 5621-NATURAL GAS:**

The Finance Office set up a new account for natural gas expenditures.

The budget for natural gas at the high school is \$132,495 (12,045 MBTU at \$11 each MBTU). The number of MBTU (million British thermal units) is calculated by dividing the estimated heating oil usage of 86,000 gallons by 7.14. This is included in the adopted 2012-2013 budget under 5620-Oil Used for Heating. A budget transfer was approved to move \$132,495 into this new account.

The budget for propane to heat the field house and facilities garage and provide gas to the kitchen facilities is \$17,000. This is included in the adopted 2012-2013 budget under 5410-Utilities-Excluding Heat. A budget transfer was approved to move \$17,000 into this new account.

At this time, the forecast projects expenditures for this new account will be \$149,495. Since these expenditures were budgeted in other accounts, the forecast shows an unfavorable variance of \$149,495 UNF. This is offset by the favorable variances of \$17,000 in 5410-Utilities, Excluding Heat and \$132,495 in 5620-Oil Used for Heating.

**LINE 38 on Page 4: 5641-TEXTBOOKS:**

A budget transfer of \$4,800 UNF was approved to purchase additional Chinese and Spanish textbooks due to higher than expected enrollment.

**LINE 46 and LINE 46A on Page 4: 5850-CONTINGENCY:**

The forecast assumes the entire Contingency Account of \$150,000 will be spent by year end. *If the budget transfer is approved, the balance would be \$132,450.*

*September: \$17,550 – Natural gas is now being used at Amity High School. A budget transfer is requested to remove the oil tank and pump the oil/sludge from the oil tank.*

**LINE 53 on Page 4: 5810-DUES AND FEES:**

*A budget transfer of \$4,258 UNF is requested to pay for the dues of the Connecticut Association of Schools and the Southern Connecticut Conference. These items were not included in the budget due to an oversight.*

Amity Regional School District No. 5 - Budget Transfers 2012-2013

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2012	12	03111010	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 1,400.00	Polisson-Guest fiddler, tuner
July 2012	12	03111010	5611 INSTRUCTIONAL SUPPLIES	\$ -1,400.00	Polisson-Guest fiddler, tuner
July 2012	13	01111009	5611 INSTRUCTIONAL SUPPLIES	\$ -160.00	Pencil sharpeners
July 2012	13	01111009	5690 OTHER SUPPLIES	\$ 160.00	Pencil sharpeners
July 2012	13	01111010	5641 TEXTBOOKS	\$ -20.00	CMEA price increase
July 2012	13	01111010	5810 DUES & FEES	\$ 20.00	CMEA price increase
July 2012	13	01132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -170.00	Media database
July 2012	13	01132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 170.00	Media database
August 2012	12	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ -2,916.00	Auditorium Projector
August 2012	12	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 2,916.00	Auditorium Projector
August 2012	23	05142510	5521 GENERAL LIABILITY INSURANCE	\$ -1,100.00	Memberships
August 2012	23	03111015	5810 DUES & FEES	\$ 1,100.00	Memberships
August 2012	143	05142350	5690 OTHER SUPPLIES	\$ -1,000.00	RENEW ONLINE SUBSCRIPTION
August 2012	143	05142350	5690 OTHER SUPPLIES	\$ -495.00	RENEW ONLINE SUBSCRIPTION
August 2012	143	05142350	5690 OTHER SUPPLIES	\$ -275.00	EZ BIB
August 2012	143	05142350	5690 OTHER SUPPLIES	\$ -210.00	RENEW ONLINE SUBSCRIPTION
August 2012	143	01132220	5690 OTHER SUPPLIES	\$ 1,000.00	RENEW ONLINE SUBSCRIPTION
August 2012	143	01132220	5690 OTHER SUPPLIES	\$ 275.00	EZ BIB
August 2012	143	01132220	5690 OTHER SUPPLIES	\$ 210.00	RENEW ONLINE SUBSCRIPTION
August 2012	143	02132220	5690 OTHER SUPPLIES	\$ 495.00	RENEW ONLINE SUBSCRIPTION

**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: Dr. John J. Brady, Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Budget Transfers of \$3,000 or More  
Date: September 4, 2012

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

**Special Education Transportation:**

***A budget transfer is needed to pay for special education transportation.***

***#1 - Move to make the following budget transfer of \$11,300 to pay for special education transportation:***

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6130-5510	Pupil Transportation	\$11,300	
04-12-6110-5510	Pupil Transportation		\$11,300

**Dues and Fees:**

***A budget transfer is needed to pay the dues of the Connecticut Association of Schools and the Southern Connecticut Conference. In the past, these dues were paid from the Athletic Department's budget. The High School Dues and Fees Account budget was based on a three-year average of expenditures and did not include the cost of these dues.***

***#2 - Move to make the following budget transfer of \$4,258 to pay for the dues of the Connecticut Association of Schools and the Southern Connecticut Conference:***

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2219-5611	Instructional Supplies	\$4,258	
03-13-2400-5810	Dues and Fees		\$4,258

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



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

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

To: Dr. John J. Brady, Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: New Funding Requests for Fiscal Year 2012-2013  
Date: September 5, 2012

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

**Remove Oil Tank at Amity High School:**

Enclosed is a recommendation from Director of Facilities Jim Saisa regarding the oil tank at Amity High School. We are requesting a budget transfer of \$17,550 to pay for the removal of the oil tank and pumping of the oil/sludge from the oil tank. Until the oil tank is removed, we will not know whether or not there is any contaminated soil, and if so, how much it will cost to remove it.

***#1 – Move to make the following budget transfer of \$17,550 to pay Excavation Technologies Inc. of Cheshire, Connecticut, to remove the oil tank and pump the oil/sludge from the oil tank at Amity High School.***

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency Account	\$17,550	
03-14-2600-5720	Improvements to Site		\$17,550

Enclosure

**CONTINGENCY ACCOUNT RECAP**

Budget		\$150,000
September:	Remove Oil Tank at Amity High School	<u>\$ 17,550</u>
Balance		<u>\$132,450</u>



## RECOMMENDATION TO REMOVE THE OIL TANK AT AMITY HIGH SCHOOL

BY JIM SAISA, DIRECTOR OF FACILITIES

Natural gas was run to Amity High School during the summer of 2012. Since we no longer have the need to heat with fuel oil and the storage tank is an underground storage tank, I recommend that we remove the tank. The estimated cost of removing the tank is \$13,000 - \$15,000 plus a contingency of \$4,500 to cover soil samples, oil removal and disposal, contaminated soil removal and disposal etc.

If we were to entertain leaving the tank in place the following would have to occur:

- 1) Drain the tank of all oil
- 2) Tank interior is cleaned and the rinsate is removed and properly disposed of as hazardous waste (confined space permit required)
- 3) Soil sampling has to be conducted thru the bottom of the tank, lower sidewalls, and along the entire piping run (confined space permit required)
- 4) Tank is backfilled with inert material

Cost for the above is around \$9,500 **not** including the draining and disposing of the oil (dependent on amount of gallons of oil remaining in the tank)

The tank was installed during the 90's construction project. The history with the contractor was not good, and typically a tank is replaced in the same location the old one is removed from. None of us were here to see that they properly cleaned the pit after removing the first one. If the soil samples taken from drilling thru the bottom of the tank in various spots come back dirty, the tank would have to be removed anyways to clean up the contaminated soil. In that instance, the \$9,500 would have been spent uselessly and we would have no value for it.

We bid the removal of the tank. 21 vendors attended the mandatory pre-bid meeting. 5 vendors submitted bids. The prices ranged from \$16,700 to \$23,400. After checking references, I recommend we award the bid to Excavation Technologies, Inc. of Cheshire for the bid price of \$16,700. The price per gallon to pump out the oil/sludge is \$0.85. The price per ton to remove contaminated soil is \$88/ton.

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

Finance Committee

8/20/12

**MINUTES**

**COMMITTEE MEMBERS PRESENT:** Janet Brunwin, Matthew Giglietti, John A. Grasso, Jr., James Horwitz, Joseph Nuzzo, James Stirling

**Also Present:** John Brady, Rita Gedansky, Mike Goss, Jack Levine, Marianne Lippard, representatives of local media organizations

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A meeting of the Finance Committee of the Amity Regional Board of Education was held on Monday, August 20, 2012 at 5:30 p.m. in the Presentation Room at District Offices.

1. **Call to Order:** James Stirling called the meeting to order at 5:32 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Discussion and Possible Action on Minutes**
  - a. Finance Committee Meeting – June 11, 2012  
*Motion to approve the minutes as presented* (Mr. Giglietti, 2d Ms. Brunwin).  
*Vote in favor:* Janet Brunwin, Matthew Giglietti, James Horwitz, Joseph Nuzzo, James Stirling  
*Vote opposed:* none.  
*Abstain:* John Grasso *Motion passed.*
4. **Public Comment**

An editor for *Patch* introduced himself to the Committee.
5. **Presentation and Discussion of Second Quarter 2012 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust**

Mike Goss from Fiduciary Investment Advisors of Windsor noted that a report distributed to the Committee gives an overview. The month of June was poor for equities, but good for bonds. Mr. Goss noted that July and August were both very strong, up 9 ½ percent (S&P).

The Pension Fund (p. 15 of report) ended the quarter up 6 ½ percent. The Sick and Severance Account, which is managed more conservatively, was up 4 ½ percent. The OPEB Trust, also conservatively managed, was up 5 percent.

In summary, Mr. Goss said that the summer was surprisingly good.

**6. Discussion and Possible Action to Use Vanguard Index Mutual Funds in Place of iShares for the Pension, Sick & Severance, and OPEB Trust**

In a memo to Dr. Brady dated May 23, 2012, Mr. Goss recommends a cost savings opportunity by switching to index mutual funds versus ETFs. The differences and benefits of switching the plans to a line-up of Vanguard index mutual funds versus the current index approach using ETFs are described.

Amity has historically employed a low cost index-based approach to its investment pools. There is very little trading activity and with the exception of PIMCO, no active managers. Currently, the index strategies are accessed through ETFs run by iShares.

Vanguard is a very large mutual fund company known for their index strategies. The return streams and strategies of the two approaches are similar, as they are index funds and not attempting to beat the market, but merely mimic the market.

The fees for the Vanguard funds are presented next to the comparable iShares fund the Plan currently holds. The Vanguard line-up would provide significant savings to the plans; each would save about 10 bps a year, amounting to over \$8,000 in total savings.

Mr. Goss said that the investment strategy would not change as Vanguard funds are mutual funds. This is not an actively traded account.

Mr. Stirling questioned what would happen if the investment strategy was changed from passive to active.

Mr. Goss said that the fees would be higher.

*Move to recommend to the Amity Board of Education that Fiduciary Investment Advisors be authorized to use Vanguard index mutual funds in place of the iShares fund for the Plan (Mr. Nuzzo, 2d Mr. Giglietti).*

*Vote in favor unanimous.*

*Motion passed.*

**7. Information from Fiduciary Investment Advisors Regarding Fees Paid by the Plans**

Mr. Goss noted that a question was raised previously about fee disclosure. A memo dated July 25, 2012 addresses all fees. He explained that Amity's fees are low primarily because of the index funds.

**8. Discussion and Possible Action on Proposed Fund Balance Policy**

Mr. Levine said that the Fund Balance Policy is required and asked for the support of the Committee.

*Move to recommend to the Amity Board of Education the adoption of the proposed Fund Balance Policy, dated May 14, 2012, as presented (Mr. Giglietti, 2d Mr. Grasso).*

*Discussion:* Mr. Horwitz asked Dr. Brady if he was in favor of this. Dr. Brady said that he is.

*Vote in favor unanimous.*

*Motion passed.*

#### **9. Update on Bond Refinancing and Bond Sale**

Mr. Levine said that the District did very well and the timing of the refinancing and bond sale was wonderful. The savings offsets the cost of several expensive projects. Amity managed to get a 1.58 percent interest rate. The new money bonds had been projected at 2.0 percent and the actual effective rate was 1.58 percent. The total interest expense will be \$201,964.17. For refunding bonds, the final net savings (net of all expenses) was \$357,271.67, or 13.2 percent of the prior bonds. The final savings will pay for the interest expense of the new money bonds, along with some principal.

Dr. Brady said that the District will put out RFPs for financial advising services and bond counsel.

#### **10. Discussion of Forecasts**

There has been some question as to the value of long-range forecasts. Mr. Levine said that he has pointed out that his long-range forecast projections have been significantly wrong, misleading and misused. He noted that he uses an “ultra conservative” approach when forecasting expenditures. The Board of Education would like more “realistic” forecasts. A memo from Mr. Levine to Dr. Brady, dated May 25, 2012, describes some changes he is planning to make the forecasts better reflect the numbers.

Mr. Giglietti noted that detailed forecasting is very difficult. When provided, a disclaimer should be attached.

Dr. Brady said that he recommended eliminating the forecasts. They are treated as public documents and misused. Forecasts have made the budget approval process more difficult.

Mr. Levine said that the assumptions are very clear. The administration will do its best to make accurate predictions.

Mr. Nuzzo said that a forecast is a tool that can be used, but isn't an exact science. He noted that Mr. Levine and Dr. Brady have always done a fine job.

#### **11. Presentation of Annual Report on Reserve Fund for Capital and Nonrecurring Expenditures Fund**

Mr. Levine asked if there were any questions about the report. Mr. Giglietti asked when the Black Box Theater might be installed. Dr. Brady said that Jim Saisa is obtaining updated pricing. Additional funds will be collected through fundraising efforts. Dr. Brady would like to see the Black Box Theater go in next summer.

Mr. Giglietti noted that quotes for budgeted items have generally been coming in lower than anticipated.

## **12. Discussion of Monthly Financial Statements**

- a. Fiscal Year 2011-2012
- b. Fiscal Year 2012-2013

Mr. Levine said that the books were closed and Terry Lumas and her staff did a phenomenal job.

Dr. Brady noted that a new section was added to the financial report for Revenues and Expenditures in 2012-2013. A summary of cost savings and efficiencies was included to clarify what is being done to save money.

It was noted that the 2012-2013 forecast shows that the District was notified of the need to return \$78.32 to the Federal Government for an overpayment of the Early Retiree Reinsurance Program grant.

Mr. Levine said that, due to the warm weather, there were 34,886 gallons of unused heating oil from 2011-2012. The "storage fee" for these gallons of heating oil is \$21,943, or \$10,607 FAV under budget. The "storage fee" was initially proposed at 15 cents per gallon per month, but it was negotiated down to 10 cents per gallon per month. The budget assumed the purchase of 10,000 gallons of heating oil at \$3.50 per gallon for the middle schools. With the large carryover of unused heating oil, the forecast assumes the purchase of 5,000 gallons at \$3.1429 per gallon, or an estimated savings of \$19,285 FAV. The District will go out to bid.

Mr. Giglietti asked if anything has been heard from the State about the construction audit. Mr. Levine said that he hasn't heard anything.

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

- a. Fiscal Year 2011-2012
- b. Fiscal Year 2012-2013

There were no questions.

## **14. Discussion and Possible Action on Budget Transfers**

### Transfer Budgets into New Account

The budget for natural gas at the high school is \$132,495 (12,045 MBTU at \$11 each MBTU). The number of MBTU (million British thermal units) is calculated by dividing the estimated hearing oil usage of 86,000 gallons by 7.14. This is included in the adopted 2012-2013 budget under 5620-Oil Used for Heating. A budget transfer is requested to move \$132,495 into a new account for natural gas expenditures.

*Move to make the following budget transfer of \$132,495 from Oil Used for Heating to the new account for Natural Gas (Mr. Giglietti, 2d Mr. Grasso):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
03-14-2600-5620	Oil Used for Heating	\$132,495	
03-14-2600-5621	Natural Gas		\$132,495

*Vote in favor unanimous.*

*Motion passed.*

The budget for propane to heat the field house and facilities garage and provide gas to the kitchen facilities is \$17,000. This is included in the adopted 2012-2013 budget under 5410-Utilities-Excluding Heat. A budget transfer is requested to move \$17,000 into an account for natural gas expenditures.

*Move to make the following budget transfer of \$17,000 from Utilities – Excluding Heat to the new account for Natural Gas (Mr. Giglietti, 2d Ms. Brunwin).*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
03-14-2600-5410	Utilities – Excluding Heat	\$17,000	
03-14-2600-5621	Natural Gas		\$17,000

*Vote in favor unanimous.*

*Motion passed.*

Due to higher than expected enrollment, additional Chinese and Spanish textbooks are needed.

*Move to make the following budget transfer of \$4,800 to purchase additional Chinese and Spanish textbooks for the High School World Language Department (Mr. Giglietti, 2d Mr. Grasso).*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
03-14-2219-5611	Instructional Supplies	\$4,800	
03-11-1006-5641	Textbooks		\$4,800

*Vote in favor unanimous.*

*Motion passed.*

**15. Update on Facilities Projects**

Dr. Brady said that roof restoration at the High School has been a big project and should be complete by mid-September. The natural gas conversion at the High School has gone very smoothly. Boilers will be tested soon. The two air handling units will be complete as of August 31<sup>st</sup>. Repaving is going well. The school interiors are looking great.

**16. Update on Financial Operations**

- A. Superintendent’s Quarterly Report in Compliance with Board Policy 3292.1(b), Deposit Policy for Custodial Credit Risk

Dr. Brady reported that the Accounts Payable, Payroll Accounts, Adult Education, Cafeteria Funds and Grants Fund have been moved to Peoples United from Bank of America. In addition, new accounts were opened at Peoples United for the Self-Insured Reserve Fund and Artificial Turf Special Project Account. The other smaller accounts are with Bank of America.

**17. Adjourn**

*Motion to adjourn the meeting at 6:24 p.m. (Mr. Giglietti, 2d Mr. Nuzzo).*

*Motion passed; meeting adjourned.*

Respectfully submitted,  
Marianne Lippard, recording clerk