

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

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*Dr. Jennifer P. Byars*  
*Superintendent of Schools*

**AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING AGENDA**  
**Monday, October 19, 2020, 6:30 pm**

**VIRTUAL MEETING - [CLICK HERE TO VIEW THIS MEETING](#)**

*Attendance in-person at this meeting is closed to the public; however, public comment can be emailed to [pamela.pero@amityregion5.org](mailto:pamela.pero@amityregion5.org) by 2:00 p.m. on October 19, 2020. Emails received after 2:00 p.m. on October 19, 2020 will be forwarded to the Amity Regional School District No. 5 Board of Education as Correspondence but will not be admitted as part of this meeting. Anonymous items will be forwarded to the Amity Regional School District No. 5 Board of Education as Correspondence but will not be admitted as Public Comment for this meeting.*

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES**
  - a. Regular Board of Education Meeting – September 14, 2020 *Page 3*
  - b. Special Board of Education Meeting -- September 29, 2020 *Page 8*
- 4. RECOGNITION OF AMITY REGIONAL HIGH SCHOOL NATIONAL MERIT SCHOLARSHIP PROGRAM SEMI-FINALISTS AND COMMENDED SCHOLARS *Page 10***
- 5. STUDENT REPORT**
  - a. Monthly Report
- 6. PUBLIC COMMENT**
- 7. DISCUSSION AND POSSIBLE ACTION ON 2021 BOARD OF EDUCATION REGULAR MEETING SCHEDULE *Page 11***
- 8. DISCUSSION AND POSSIBLE ACTION ON SETTING 2021 GRADUATION DATE**
- 9. SUPERINTENDENT'S REPORT**
  - a. COVID Status Update
  - b. Personnel Report *Page 12*
  - c. Superintendent Report *Page 13*
- 10. CORRESPONDENCE**
- 11. CHAIRMAN'S REPORT**
  - a. Committee Reports
    1. ACES
    2. Ad Hoc School Safety
    3. CABA
    4. Curriculum
    5. District Health and Safety
    6. District Technology
      - a. Monthly Report *Page 16*
    7. Facilities
      - a. Monthly Report *Page 17*

8. Finance
  - a. October 1 Enrollment *Page 18*
  - b. Discussion of Monthly Financial Statements *Page 20*
  - c. Director of Finance and Administration Approved Transfers Under \$3,000 *Page 48*
  - d. Discussion and Possible Action on Budget Transfers of \$3,000 or More *Page 49*
9. Policy
  - a. First Read
    1. Policy 5141.4 Reporting of Child Abuse, Neglect, and Sexual Assault *Page 50*
    2. Policy 5122 Assigning Students to a Grade Level *Page 55*
    3. Policy 3516 Safety and Secure School Facilities, Equipment, and Grounds *Page 57*
    4. Policy 3516.3 Safety & Health Committee *Page 61*
    5. Policy 3517 Security of Buildings and Grounds *Page 62*
    6. Policy 3524.2 Hazardous Materials in Schools *Page 65*
    7. Policy 3533 Employee Bonds *Page 68*
    8. Policy 3541 Transportation *Page 70*
  - b. Second Read
    1. Policy 5142.41 Armed School Security Officers *Page 76*
    2. Policy 6114.81 Pandemic/Epidemic Emergencies *Page 78*
10. Personnel
  - a. Discussion of Superintendent Evaluation (Executive Session)
  - b. Discussion of Superintendent Contract (Executive Session)
  - c. Action on Superintendent Evaluation
  - d. Action on Superintendent Contract

**12. NEW BUSINESS**

**13. ITEMS FOR THE NEXT AGENDA** – Due to Chairperson by November 2, 2020

**14. ADJOURNMENT**



Jennifer P. Byars  
Superintendent of Schools

JPB/pjp

pc: Town Clerks: Bethany, Orange, Woodbridge

***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 203-397-4811.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 14, 2020 REGULAR MEETING MINUTES  
6:30 P.M., 100 Ohman Avenue, Orange, CT

**BOARD MEMBERS PRESENT**

John Belfonti, Robyn Berke (remote), Patricia Cardozo, Shannan Carlson, Paul Davis, Carla Eichler, George Howard, Andrea Hubbard, Sheila McCreven (remote), Patrick Reed, Dr. Jennifer Turner (remote)

**BOARD MEMBERS ABSENT**

Christopher Browe, Steven DeMaio

**STUDENT REPRESENTATIVES PRESENT**

Alison Bowler, Caroline Chen

**STAFF MEMBERS PRESENT**

Dr. Jennifer Byars, Theresa Lumas, Thomas Brant, Kathy Burke, Shaun DeRosa, Brian Dower, Anna Mahon, Stephen Martoni, Dr. Marie McPadden, Dr. Jason Tracy

**1. CALL TO ORDER**

Chairperson Belfonti called the meeting to order at 6:31 p.m.

*MOTION by Patricia Cardozo, Second by Patrick Reed, to recite the Pledge of Allegiance*  
*VOTES IN FAVOR, 10 (Belfonti, Berke, Cardozo, Carlson, Davis, Eichler, Howard, Hubbard, Reed, Turner)*  
*ABSTAINED, 1 (McCreven)*  
*MOTION CARRIED*

Pledge of Allegiance was recited by those present

**2. APPROVAL OF MINUTES**

- a. Regular Board of Education Meeting – August 17, 2020

*MOTION by George Howard, Second by Carla Eichler, to accept minutes as submitted*  
*VOTES IN FAVOR, 10 (Belfonti, Berke, Cardozo, Carlson, Davis, Eichler, Howard, McCreven, Reed, Turner)*  
*ABSTAINED, 1 (Hubbard)*  
*MOTION CARRIED*

**3. STUDENT REPORT**

- a. Monthly Report

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 14, 2020 REGULAR MEETING MINUTES  
6:30 P.M., 100 Ohman Avenue, Orange, CT

**4. PUBLIC COMMENT**

Email from parent

**5. SUPERINTENDENT'S REPORT**

a. Personnel Report

Dr. Byars publicly acknowledged and thanked James Saisa, who retired on September 11, 2020 as Director of the Facilities Department. Ms. Lumas praised Mr. Saisa's expertise and thanked him for his hard work and leadership. Chairperson Belfonti thanked Mr. Saisa and praised him for hiring skilled workers, resulting in saving the District money and adding a level of expertise to the Facilities Department.

Dr. Byars introduced Stephen Martoni, the new Director of the Facilities Department.

b. Superintendent Report

**6. CORRESPONDENCE**

None

**7. CHAIRMAN'S REPORT**

a. Committee Reports

1. ACES
2. Ad Hoc School Safety
3. CABE
4. Curriculum
5. District Health and Safety
6. District Technology

a. Monthly Report

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 14, 2020 REGULAR MEETING MINUTES  
6:30 P.M., 100 Ohman Avenue, Orange, CT

Patricia Cardozo publicly acknowledged Shaun DeRosa and the Technology Department for outstanding work over the summer and start of the school year.

7. Facilities

a. Monthly Report

8. Finance

a. Discussion and Possible Action on Capital Reserve 1% Appropriation

*MOTION by Sheila McCreven to delay vote to October meeting, no Second MOTION NOT CONSIDERED*

*MOTION by Patricia Cardozo, Second by Shannan Carlson to approve an appropriation and budget transfer of \$495,482 into Reserve Fund for Capital and Nonrecurring Expenses from the fiscal year 2019-2020 surplus and designate these funds for a roof replacement at Amity Regional High School. The roof replacement/restoration is anticipated in fiscal year 2022 when the 10-year warranty expires.*

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-2512-5255	Medical & Dental Account	\$495,482	
05-15-0000-5856	Transfer Account		\$495,482

VOTES IN FAVOR, 10 (Belfonti, Berke, Cardozo, Carlson, Davis, Eichler, Howard, Hubbard, Reed, Turner)

VOTES OPPOSED, 1 (McCreven)

MOTION CARRIED

b. Discussion of Monthly Financial Statements

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

d. Other

Ms. Lumas informed the Board that the dishwasher at Amity Regional High School will need to be repaired or replaced.

9. Policy

a. Second Read

1. P5145.5 Prohibition Against Sexual Harassment

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 14, 2020 REGULAR MEETING MINUTES  
6:30 P.M., 100 Ohman Avenue, Orange, CT

2. P5145.511 Exploitation: Sexual Harassment
3. P5145.4 Nondiscrimination - Transgender and Non-Conforming Students
4. P5145.42 Section 504 and Title II
5. P5145.45 Non-Discrimination
6. P6173 Homebound/Hospital Instruction

*MOTION by Patricia Cardozo, Second by Robin Berke, to vote on all the policies listed in this section at the same time*

*VOTES IN FAVOR, 11 (unanimous)*

*MOTION CARRIED*

*MOTION by Carla Eichler, Second by Patrick Reed, to accept approve all the policies listed in this section at the same time*

*VOTES IN FAVOR, 11 (unanimous)*

*MOTION CARRIED*

*MOTION by Patricia Cardozo to enter Executive Session and invite Dr. Byars, Ms. Lumas, and Mr. Brant to discuss Possible Litigation, Custodian Contract, Superintendent Evaluation, and Superintendent Contract*

*VOTES IN FAVOR, 11 (unanimous)*

*MOTION CARRIED*

Entered Executive Session at 7:20 p.m.

10. Discussion of Possible Litigation (Executive Session)
11. Personnel
  - a. Discussion of Custodian Contract (Executive Session)
  - b. Discussion of Superintendent Evaluation (Executive Session)
  - c. Discussion of Superintendent Contract (Executive Session)

Exited Executive Session at 7:58 p.m.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 14, 2020 REGULAR MEETING MINUTES  
6:30 P.M., 100 Ohman Avenue, Orange, CT

- d. Discussion and Possible Action on Board Approval of CSDE Flexibilities for Implementing the CT Guidelines for Educator Evaluation 2017 for the 2020-2021 School Year

*MOTION by Patrick Reed, Second by Paul Davis, to approve CSDE Flexibilities for Implementing the CT Guidelines for Educator Evaluation 2017 for the 2020-2021 School Year*

*VOTES IN FAVOR, 11 (unanimous)*

*MOTION CARRIED*

- e. Action on Custodian Contract

*MOTION by Carla Eichler, Second by Shannan Carlson, to approve Custodian Contract*

*VOTES IN FAVOR, 11 (unanimous)*

*MOTION CARRIED*

- f. Action on Superintendent Evaluation

Chairperson Belfonti postponed this item to a future Board of Education regular meeting

- g. Action on Superintendent Contract

Chairperson Belfonti postponed this item to a future Board of Education regular meeting

## **8. NEW BUSINESS**

## **9. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by September 30, 2020**

## **10. ADJOURNMENT**

*MOTION by Shannan Carlson, Second by Patrick Reed, to adjourn meeting*

*VOTES IN FAVOR, 11 (unanimous)*

*MOTION CARRIED*

*Meeting adjourned at 8:11 p.m.*

Respectfully submitted,

*Pamela Pero*

Pamela Pero, Recording Secretary

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 29, 2020 SPECIAL MEETING MINUTES  
6:30 P.M.  
100 Ohman Avenue, Orange, CT

**BOARD MEMBERS PRESENT**

John Belfonti, Robyn Berke (remote), Christopher Browe, Patricia Cardozo, Paul Davis, Steven DeMaio, Carla Eichler, George Howard, Sheila McCreven (remote), Dr. Jennifer Turner (remote), Andrea Hubbard (arrived 7:30 p.m.)

**BOARD MEMBERS ABSENT**

Shannan Carlson, Patrick Reed

**STAFF MEMBERS PRESENT**

Dr. Jennifer Byars, Theresa Lumas (remote), Thomas Brant, Shaun DeRosa, Kathy Kovalik, Anna Mahon, Stephen Martoni, Dr. Jason Tracy

**1. CALL TO ORDER**

Chairperson Belfonti called the meeting to order at 6:35 p.m.

**2. PLEDGE OF ALLEGIANCE**

Recited by those present

**3. QUESTION AND ANSWER SESSION ON SCHOOL COVID OPENING PLAN**

Guest Speakers (remote):

John Laudano, Sanitarian, Quinnipiack Valley Health District

Dr. Amir Mohammad, Director of Health, Orange Health Department

Karen Wolujewicz, Director of Health, Quinnipiack Valley Health District

*MOTION by Patricia Cardozo to enter Executive Session and invite Dr. Byars*

Entered Executive Session at 7:29 p.m.

**4. DISCUSSION OF SUPERINTENDENT EVALUATION (Executive Session)**

**5. DISCUSSION OF SUPERINTENDENT CONTRACT (Executive Session)**



AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 29, 2020 SPECIAL MEETING MINUTES  
6:30 P.M.  
100 Ohman Avenue, Orange, CT

Exited Executive Session at 9:05 p.m.

**6. ADJOURNMENT**

MOTION by Patricia Cardozo, SECOND by Paul Davis to adjourn the meeting  
VOTES IN FAVOR, (11, unanimous)

Meeting adjourned at 9:06 p.m.

Respectfully submitted,



Jennifer P. Byars  
Superintendent of Schools

JPB/pjp



**2020 - 2021**

**NATIONAL MERIT SCHOLARSHIP PROGRAM**

***\*Semi-Finalists\****



**JOSHUA FEUERSTEIN**



**EVAN GORELICK**



**LILY JOHNSON**



**CLAUDIA LIHAR**



**KEVIN LU**



**PETER SCULLY**



**HANNA SKIBA**



**JONATHAN WANG**



**ZHENGYANG WANG**



**AARON YANG**

***\*Commended Scholars\****



**ALANNA CARLSON**



**EUGENE CHANG**



**CHRISTIAN CHEN**



**JONATHAN FISCHMAN**



**MICHAEL HAVERSTOCK**



**ADARSH KONGANI**



**KEERTHI KONGANI**



**ETHAN LAVI**



**BENJAMIN LEE**



**CHLOE LENSKI**



**WILLIAM LIVESAY**



**NIKHIL MALI**



**AAMNAH MALIK**



**ARNAV PALIWAL**



**ARMAAN PATEL**



**NISHAAN PATEL**



**JACK RANANI**



**PETER SAVELYEV**



**JACOB SILBERT**



**ALLISON SU**



**TAM VU**



**WILLIAM WEI**



**JENNIFER XU**



**MASON ZHANG**



**WENDY ZHANG**



**WILLIAM ZHANG**

# AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



*Dr. Jennifer P. Byars*  
*Superintendent of Schools*

*phone: (203) 397-4811*  
*fax: (203) 397-4864*

## 2021 BOARD OF EDUCATION REGULAR MEETING SCHEDULE

Regular meetings of the Amity Regional School District No. 5 Board of Education will be held on the second Monday of every month, unless otherwise noted. All meetings, with the exceptions of October and December, will be held in the designated room at Amity Regional High School, 25 Newton Road, Woodbridge, CT 06525. Any meeting location changes will be listed on the meeting notices. Meetings will begin at 6:30 p.m.

Monday	January	11, 2021	
Monday	February	8, 2021	
Monday	March	8, 2021	
Monday	April	19, 2021	<i>Exception</i> Third Monday of the Month
Monday	May	10, 2021	
Monday	June	14, 2021	
Monday	August	16, 2021	<i>Exception</i> Third Monday of the Month
Monday	September	13, 2021	
Monday	October	18, 2021	<i>Exception</i> Third Monday of the Month Amity Middle School 190 Luke Hill Road Bethany, CT 06524
Monday	November	8, 2021	
Monday	December	13, 2021	<i>Exception</i> Amity Middle School 100 Ohman Avenue Orange, CT 06477
Monday	January	10, 2022	

Respectfully submitted,

Jennifer P. Byars  
Superintendent of Schools

# AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge  
25 Newton Road, Woodbridge, Connecticut 06525



Dr. Jennifer P. Byars  
Superintendent of Schools

jennifer.byars@amityregion5.org  
203.392.2106

October 19, 2020

To: Members of the Board of Education  
From: Jennifer P. Byars, Ed.D., Superintendent of Schools  
Re: Personnel Report

## **NEW HIRES-CERTIFIED:**

- **Amity Regional High School:** NONE
- **Amity Regional Middle School – Bethany:** NONE
- **Amity Regional Middle School – Orange:** NONE

## **NEW HIRES-SUBSTITUTES:**

*Raymond Manzelli* – 5 Day Bench Substitute – Amity Middle School-Bethany  
*Steven Prussin* – 5 Day Bench Substitute – Amity Regional High School

## **NEW HIRES-NON-CERTIFIED:** NONE

## **NEW HIRES-COACHES:**

*Victoria Sampieri* – Asst. Cheerleading Coach - 2020 Fall Season – Amity Regional High School

## **TRANSFERS:**

*Pamela Pero* – Full Time Category III Administrative Assistant/Clerk to the Board of Education to Full Time Category III Administrative Assistant to the Director of Curriculum and Staff Development/Clerk to the Board of Education, eff. 11/20/2020

## **RESIGNATIONS:**

*Lynn Rosen-Noffsinger* – Paraprofessional – ARHS, eff. 09/16/2020  
*Rosalia Navarro* – Payroll & Benefits Assistant – District Offices, eff. 10/2/2020  
*Hannah Roessler* – 5 Day Bench Sub – ARHS, eff. 10/09/2020

## **RETIREMENTS:** NONE

# AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge  
25 Newton Road, Woodbridge, Connecticut 06525



Dr. Jennifer P. Byars  
Superintendent of Schools

jennifer.byars@amityregion5.org  
203.392.2106

## Superintendent's Report – October 2020

Continuously improve instruction, cultivate creativity, and enhance student engagement and performance.

Enhance the efficient and effective use of resources.

Foster a supportive climate for students and adults.

### Instruction

**Schedule Change:** Starting the week of October 12, 2020, students began attending school in their cohort groups 5 days per week. The time to practice the full remote instruction was helpful if a shift is ever needed. For the month of October, students in cohort A-K will attend each Wednesday from 7:34 to 12:12 to make up for the three in-person days A-K students missed due to holidays. Adjustments to calendars for Wednesday attendance will be considered monthly to balance between the two cohorts. Students receiving special education and English Language are also eligible to attend school five days a week beginning October 12<sup>th</sup>.

**Learning Model IEP Implement Plan:** Special Education teachers and related service providers have been working diligently on completing the Learning Model IEP Implement Plan for all special education students. These plans are required to be updated with each change to the reopening schedule/model.

**Effective Synchronous Instruction:** Six weeks in to the school year, teachers are regularly using creative ways to engage students—whether remote or onsite—in interesting ways. Some teachers are having students collaborate with one another through breakout rooms, other teachers are flipping classrooms and offering direct instruction to students who are remote while students in class have the opportunity to ask questions, and still others are using technology to configure whole-class lessons that allow for student and teacher interaction.

**Teacher Professional Learning:** Professional Learning sessions have continued throughout September and October. Sessions offered by Amity Library Media Specialists and teachers have included technology tools and apps for hybrid/remote instruction. Members of the Counseling Department, led by Director Jill LaPlante, presented a session on *Social Emotional Learning*. Several staff and a PPS Coordinator will be attending a series of trainings offered by SERC on providing high quality transition services to all students. Outside consultant, Jackie Whiting, a Certified Google Innovator with CES and former teacher, provided an informative session titled *Distance Learning by Design*. Isobel Stevenson, consultant with the CT Center for School Change, offered a Social Emotional Learning session on teacher self-care and *How to Embed Social-Emotional Learning in Instruction* using the Developmental Relationship Framework from the Search Institute.

**Unified Sports is Back:** With support from the Amity Athletic Department and dedicated staff advisors, Unified Sports at ARHS has developed a plan for resuming our Unified program.

**Amity Transition Academy:** Students in Amity Transition Academy have been participating in virtual meetings with students from other Transition Programs to maintain previous friendships that had been

made. Additionally, students welcomed Ms. Shelby Drake as their new part time job coach at Amity Transition Academy.

**Transition Meetings at AMSO:** Mrs. Burke has begun meeting with small groups of 7<sup>th</sup> grade students via Zoom. These casual conversations center on building rapport with students and getting their feedback regarding school activities and programs to enhance the middle school experience.

**Mid-Terms:** Students have just passed the midpoint of the first marking period. Teachers are working to actively engage students and parents to ensure students have a successful first marking period. Parents were encouraged to review their child's grades and assignments in PowerSchool and have a conversation with the teacher if there were any concerns. The first quarter ends November 4, 2020.

## **Resources**

**Building Maintenance:** The custodial staff continues to maintain our facilities to a very high standard and have developed comprehensive cleaning protocols for each evening that allows schools to remain open. Custodians have recently worked with staff to set up classrooms with the desks required for full in-person learning and are working with teachers to arrange classrooms.

**Piloting Technology:** Various teachers and departments have signed on to pilot different instructional technology to assist the school and district in making informed decisions based on applicability of the technology available. Some types of technology include webcams with microphones, stylus pens that turn a computer screen in to a SmartBoard, swivel cameras that follow a speaker, and more.

**Repurposing Computer Tables:** Several computer tables have been repurposed to provide additional seating in the AMSO art room. The addition of these tables helps ensure art students maintain appropriate social distancing during class.

## **Climate**

**ARHS October Faculty Meeting Focusing on Restorative Practices:** As part of our commitment to building an inclusive and supportive climate where we are actively combating bias, the October Faculty Meeting at the high school incorporated a learning focus around restorative practices. Faculty broke up in to 10 groups of about 12-13 people each and participated in ARHS faculty/administrator-led workshops introducing the concept of RP, including the social discipline window and an introduction to restorative circles.

**AMSB Color Run 2020:** The PTSO is planning the 2<sup>nd</sup> annual AMSB color run on Saturday, October 17, 2020. This would be the FIRST coming together of new 7th grade families and current 8th grade families at AMSB. Last year the color run was a blast, and this year the PTSO have several ideas that will make the event even better. There has been a great response from the community and we are planning to have a wonderful and socially distanced event.

**ARHS Virtual Club Day:** As part of our continued commitment to fostering a positive environment, the administration worked closely with the leaders of ARHS Club Council to arrange for a Virtual Club Day, launched at the end of September. There is strong hope that we will be able to hold an onsite club day sometime later this year, with a focus on highlighting club activities instead of solely garnering interest.

**ARHS Morning Announcements are Back:** Interested 11<sup>th</sup> and 12<sup>th</sup> grade students were invited, through the Administrators' Google Classroom Pages, to complete a form to become members of the morning announcement team. Based on month and cohort, different small groups of students lead the school in the Pledge of Allegiance, a moment of silence, various daily announcements and birthdays of 12<sup>th</sup> grade students each day, including Wednesdays.

**Middle School Student Clubs Meet Virtually:** At AMSO, the Astronomy Club, the Computer Club and the Debate Club have begun meeting regularly. Students from AMSO and AMSB are working together via Zoom practicing the art of debate in preparation for this first scrimmage on Oct. 24<sup>th</sup>. Members of the high school debate team are assisting at these meetings making this a district wide endeavor. Other virtual club meetings have also started at AMSB, and students will continue to connect and have a club experience. The middle schools add to the club offerings as we learn from our process and have continued student interest.

**AMSO Parent Conversation:** The AMSO administration hosted the first Bi-monthly Parent Conversation on October 13, 2020. The focus of the conversation centered on the successes and challenges of the hybrid learning model. Parents had the opportunity to ask questions and provide feedback.

**Advisory Meetings at AMSO:** The AMSO advisory program kicked off on September 30, 2020. Each advisory group created norms and is beginning to work on an advisory crest that will represent the diverse interests of each group.

**AMSO Morning Music:** Student DJs have returned to AMSO. Students are enjoying uplifting music played at the start of the school day.

**Amity Athletics Welcomes Back Spectators:** This week, Amity welcomed spectators back to our athletic events. Every student athlete is permitted to have 2 spectators watch their competition in person. Pre-registration is required and spectators must complete a COVID self-assessment prior to entry. Masks must be worn at all times by spectators while watching the event. For those who are unable to attend in-person, home events are live streamed.

October, 2020

## Sept Ticket Summary

Tickets addressed and closed: 129

Tickets open: 7

Amity Regional School  
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



# Amity Regional School District No. 5

## Technology Department Monthly Report

### Completed Projects:

- All structural wiring in all three buildings is complete
- All new access points are installed and run back to closets in all three buildings
- The CT Education Network connections have all been upgraded and cut over from the old 1Gb to new 10Gb connections
- All switches have been replaced in the HS with the exception of the connection to the field house, that is scheduled for 10/22/2020
- ID cards for HS students have been printed and distributed, MS student IDs are being printed and scheduled for distribution the week of 10/19/2020
- PowerSchool Report was built to provide contact tracing information to health departments

### Projects in process:

- Infrastructure update project
  - Switch installation in Bethany is scheduled for 10/19/2020
  - Switch installation in Orange is scheduled for 10/21/2020
  - Conversion to the new Wi-Fi system is scheduled for 10/22/2020
  - All servers have arrived
  - Server installation and configuration is scheduled for 10/27/2020
  - Current estimated completion date to be 10Gb across the district is 10/22/2020
  - Current estimated completion date for servers and load balancing is 10/29/2020
- Aristotle deployment is complete, all features are working, we are troubleshooting some issues with students needing to restart their machines to join a class with the vendor.
- Scanners for every classroom to handle student attendance have arrived, installation at all three locations is complete, custom programming to support our current schedule is in process.
- Technicians have been addressing support tickets for both students and staff to support the transition to the current hybrid model.



CLEAN

SAFE

HEALTHY

SCHOOLS

Amity Regional School  
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



## Amity Regional School District No. 5

### Facilities Department Monthly Report

#### Completed Projects:

- The 1st phase of the HVAC replacement project at AHS has been completed, all units are up and running and the final punch list items are being addressed
- Preventative maintenance was completed on the roofs for all three buildings
- Speakers for all the athletic fields at AHS were installed by in house personnel
- A new substitute custodian has been hired
- Controls and graphics were added to the BMS system at AMSO and AMSB to monitor the domestic hot water system in those buildings

#### Projects in process:

- The newest student-led project of construction of two storage buildings across from the loading dock at Amity Regional High School has commenced. The first building is completed. Construction of sections of the second shed has begun.
- Bleachers and the scoreboard for field #3 are being installed
- Speed bump painting, cross walk markings and replacing faded parking lot signage at AHS is being done in house
- Preventative maintenance on all snow removal equipment has begun
- Two larger ductless split AC units are being installed by our in house building maintainers in the data room at AHS. This is due to the additional equipment being installed and the increased heat load
- The dishwasher at AHS needs two new pump motors as well as other electrical work and we are soliciting competitive quotes for repairs
- Plexiglass dividers continue to be fabricated and installed by our in house building mechanic

#### Outstanding issues to be addressed:

- Nothing at this time

# AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



*Theresa Lumas*  
*Director of Finance and Administration*  
[terry.lumas@amityregion5.org](mailto:terry.lumas@amityregion5.org)

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

To: Dr. Jennifer Byars, Superintendent of Schools

From: Theresa Lumas, Director of Finance and Administration

Re: October 1, 2020 Enrollment Report

Date: October 13, 2020

Attached to this memorandum is the October 1, 2020 enrollment report. There is a current net decrease in enrollment of 8 students. This enrollment count is used to determine the member town allocations for the 2021-2022 budget. If there were no changes in the budget, the Town of Woodbridge will have an increase in its share of the budget, while the Towns of Bethany and Orange will see a decrease in their allocation.

Average Daily Membership				
	Bethany	Orange	Woodbridge	Total
October 2020	393	1,104	712	2,209
October 2019	401	1,114	702	2,217
Net Change	(8)	(10)	10	(8)
Fiscal Year 2020-2021	17.791%	49.977%	32.232%	100.000%
Fiscal Year 2019-2020	18.088%	50.248%	31.664%	100.000%
Net Change	-0.297%	-0.271%	0.568%	
Change in Member Town Allocations with a 0% Budget Increase for 2021-2022				
	Bethany	Orange	Woodbridge	Total
Enrollment Shift	\$ (147,789)	\$ (134,852)	\$ 282,641	\$ -

# ENROLLMENT REPORT OCTOBER 1, 2020

TOWN	Elementary - BOW (Pre K - 6)								Amity District #5 (7-12)						Outside Placements	V0-AG / Magnet	ADM*	Open Choice by School	Tuition by School	Exchange Students	Total
	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12							
Bethany	16	52	61	52	53	39	49	44	69	59	57	56	62	76	Gr 7: 0 Gr 8: 0 Gr 9: 0 Gr 10: 0 Gr 11: 0 Gr 12: 5 Total: 5	Gr 7: 0 Gr 8: 0 Gr 9: 2 Gr 10: 2 Gr 11: 2 Gr 12: 3 Total: 9	393	7	0	0	400
Orange	50	162	185	155	165	193	156	177	169	179	185	168	198	180	Gr 7: 1 Gr 8: 2 Gr 9: 5 Gr 10: 2 Gr 11: 2 Gr 12: 8 Total: 20	Gr 7: 0 Gr 8: 0 Gr 9: 1 Gr 10: 0 Gr 11: 1 Gr 12: 3 Total: 5	1,104	0	0	0	1,104
Woodbridge	17	99	92	105	124	125	124	131	113	114	118	100	128	126	Gr 7: 4 Gr 8: 0 Gr 9: 0 Gr 10: 0 Gr 11: 3 Gr 12: 2 Total: 9	Gr 7: 0 Gr 8: 0 Gr 9: 2 Gr 10: 1 Gr 11: 0 Gr 12: 1 Total: 4	712	18	3	0	733
Category Totals	83	313	338	312	342	357	329	352	351	352	360	324	388	382	34	18	2209	25	3	0	2237

Bethany Elementary:	366
Orange Elementary:	1243
Woodbridge Elementary	817
TOTAL	2426

**GRAND TOTAL FOR GRADES 7-12: 2237**

**\* Subtotal - To be used for A.D.M. calculation for budget process 2209**

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**REVENUES AND EXPENDITURES**  
**FOR FY 2020-2021**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2019-2020</b>	<b>2020-2021</b>	<b>AUG 2020</b>	<b>CHANGE</b>	<b>SEPT 2020</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./((DECR.))</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	MEMBER TOWN ALLOCATIONS	48,627,967	49,760,789	49,760,789	0	49,760,789	0	FAV
2	OTHER REVENUE	262,141	248,317	213,613	(55,160)	158,453	(89,864)	UNF
3	OTHER STATE GRANTS	758,946	731,653	731,653	210,786	942,439	210,786	FAV
4	MISCELLANEOUS INCOME	70,134	43,750	36,750	0	36,750	(7,000)	UNF
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	<b>TOTAL REVENUES</b>	<b>49,719,188</b>	<b>50,784,509</b>	<b>50,742,805</b>	<b>155,626</b>	<b>50,898,431</b>	<b>113,922</b>	<b>FAV</b>
7	SALARIES	25,967,645	27,168,752	27,372,812	(108,866)	27,263,946	95,194	UNF
8	BENEFITS	5,141,056	6,186,149	6,183,793	(1,341)	6,182,452	(3,697)	FAV
9	PURCHASED SERVICES	7,565,040	9,450,642	9,218,130	290,796	9,508,926	58,284	UNF
10	DEBT SERVICE	4,559,210	4,453,835	4,453,835	0	4,453,835	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,935,589	2,907,974	2,901,327	(161,820)	2,739,507	(168,467)	FAV
12	EQUIPMENT	771,215	134,053	134,053	0	134,053	0	FAV
13	IMPROVEMENTS / CONTINGENCY	222,666	305,940	305,940	0	305,940	0	FAV
14	DUES AND FEES	110,508	177,164	170,013	0	170,013	(7,151)	FAV
15	TRANSFER ACCOUNT	495,482	0	0	0	0	0	FAV
16	<b>TOTAL EXPENDITURES</b>	<b>47,768,411</b>	<b>50,784,509</b>	<b>50,739,903</b>	<b>18,769</b>	<b>50,758,672</b>	<b>(25,837)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>1,950,777</b>	<b>0</b>	<b>2,902</b>	<b>136,857</b>	<b>139,759</b>	<b>139,759</b>	<b>FAV</b>
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	<b>35,457</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
20	<b>NET BALANCE / (DEFICIT)</b>	<b>1,986,234</b>	<b>0</b>	<b>2,902</b>	<b>136,857</b>	<b>139,759</b>	<b>139,759</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 2020-2021**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2019-2020</b>	<b>2020-2021</b>	<b>AUG 2020</b>	<b>CHANGE</b>	<b>SEPT 2020</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./((DECR.))</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	BETHANY ALLOCATION	8,926,150	9,000,731	9,000,731	0	9,000,731	0	FAV
2	ORANGE ALLOCATION	24,736,074	25,003,802	25,003,802	0	25,003,802	0	FAV
3	WOODBIDGE ALLOCATION	14,965,743	15,756,256	15,756,256	0	15,756,256	0	FAV
4	<b>MEMBER TOWN ALLOCATIONS</b>	<b>48,627,967</b>	<b>49,760,789</b>	<b>49,760,789</b>	<b>0</b>	<b>49,760,789</b>	<b>0</b>	<b>FAV</b>
5	ADULT EDUCATION	3,748	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	20,865	32,000	16,000	0	16,000	(16,000)	UNF
7	INVESTMENT INCOME	52,292	35,000	20,000	(10,000)	10,000	(25,000)	UNF
8	ATHLETICS	25,300	22,000	11,000	0	11,000	(11,000)	UNF
9	TUITION REVENUE	133,936	129,675	136,971	(45,160)	91,811	(37,864)	UNF
10	TRANSPORTATION INCOME	26,000	26,600	26,600	0	26,600	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	<b>OTHER REVENUE</b>	<b>262,141</b>	<b>248,317</b>	<b>213,613</b>	<b>(55,160)</b>	<b>158,453</b>	<b>(89,864)</b>	<b>UNF</b>
13	OTHER STATE GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	758,946	731,653	731,653	210,786	942,439	210,786	FAV
15	<b>OTHER STATE GRANTS</b>	<b>758,946</b>	<b>731,653</b>	<b>731,653</b>	<b>210,786</b>	<b>942,439</b>	<b>210,786</b>	<b>FAV</b>
16	RENTAL INCOME	18,177	14,000	7,000	0	7,000	(7,000)	UNF
17	INTERGOVERNMENTAL REVENUE	32,884	4,750	4,750	0	4,750	0	FAV
18	OTHER REVENUE	19,073	25,000	25,000	0	25,000	0	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	<b>MISCELLANEOUS INCOME</b>	<b>70,134</b>	<b>43,750</b>	<b>36,750</b>	<b>0</b>	<b>36,750</b>	<b>(7,000)</b>	<b>UNF</b>
21	<b>BUILDING RENOVATION GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
22	<b>TOTAL REVENUES</b>	<b>49,719,188</b>	<b>50,784,509</b>	<b>50,742,805</b>	<b>155,626</b>	<b>50,898,431</b>	<b>113,922</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 2020-2021**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2019-2020</b>	<b>2020-2021</b>	<b>AUG 2020</b>	<b>CHANGE</b>	<b>SEPT 2020</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./((DECR.))</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	5111-CERTIFIED SALARIES	21,243,071	22,123,005	22,327,065	(109,618)	22,217,447	94,442	UNF
2	5112-CLASSIFIED SALARIES	4,724,574	5,045,747	5,045,747	752	5,046,499	752	UNF
3	<b>SALARIES</b>	<b>25,967,645</b>	<b>27,168,752</b>	<b>27,372,812</b>	<b>(108,866)</b>	<b>27,263,946</b>	<b>95,194</b>	<b>UNF</b>
4	5200-MEDICARE - ER	354,550	393,384	393,384	0	393,384	0	FAV
5	5210-FICA - ER	293,447	315,690	315,690	0	315,690	0	FAV
6	5220-WORKERS' COMPENSATION	203,071	237,774	215,228	0	215,228	(22,546)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,134,277	4,229,925	4,229,925	0	4,229,925	0	FAV
8	5860-OPEB TRUST	40,950	31,678	31,678	0	31,678	0	FAV
9	5260-LIFE INSURANCE	42,820	47,280	47,280	(1,508)	45,772	(1,508)	FAV
10	5275-DISABILITY INSURANCE	10,277	10,529	10,719	167	10,886	357	UNF
11	5280-PENSION PLAN - CLASSIFIED	851,987	790,234	790,234	0	790,234	0	FAV
12	5281-DEFINED CONTRIBUTION RETIREMENT PLAN	99,079	120,224	120,224	0	120,224	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	0	0	0	0	0	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	0	0	0	0	0	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	0	0	0	0	0	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	109,160	7,431	27,431	0	27,431	20,000	UNF
16	5291-CLOTHING ALLOWANCE	1,438	2,000	2,000	0	2,000	0	FAV
17	<b>BENEFITS</b>	<b>5,141,056</b>	<b>6,186,149</b>	<b>6,183,793</b>	<b>(1,341)</b>	<b>6,182,452</b>	<b>(3,697)</b>	<b>FAV</b>
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	21,594	22,200	22,200	0	22,200	0	FAV
19	5327-DATA PROCESSING	110,412	102,829	102,829	0	102,829	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,385,205	1,759,359	1,759,359	0	1,759,359	0	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	48,229	113,634	113,634	0	113,634	0	FAV
22	5510-PUPIL TRANSPORTATION	2,861,329	3,544,897	3,409,089	29,287	3,438,376	(106,521)	FAV
23	5521-GENERAL LIABILITY INSURANCE	238,281	247,562	249,804	0	249,804	2,242	UNF
24	5550-COMMUNICATIONS: TEL, POST, ETC.	77,186	114,356	114,356	0	114,356	0	FAV
25	5560-TUITION EXPENSE	2,640,986	3,446,498	3,347,552	261,509	3,609,061	162,563	UNF
26	5590-OTHER PURCHASED SERVICES	181,818	99,307	99,307	0	99,307	0	FAV
27	<b>PURCHASED SERVICES</b>	<b>7,565,040</b>	<b>9,450,642</b>	<b>9,218,130</b>	<b>290,796</b>	<b>9,508,926</b>	<b>58,284</b>	<b>UNF</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 2020-2021**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2019-2020</b>	<b>2020-2021</b>	<b>AUG 2020</b>	<b>CHANGE</b>	<b>SEPT 2020</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./((DECR.))</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
28	5830-INTEREST	809,210	788,835	788,835	0	788,835	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,750,000	3,665,000	3,665,000	0	3,665,000	0	FAV
30	<b>DEBT SERVICE</b>	<b>4,559,210</b>	<b>4,453,835</b>	<b>4,453,835</b>	<b>0</b>	<b>4,453,835</b>	<b>0</b>	<b>FAV</b>
31	5410-UTILITIES, EXCLUDING HEAT	620,438	709,866	703,219	0	703,219	(6,647)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	774,787	761,354	761,354	0	761,354	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	311,910	366,196	366,196	0	366,196	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	228,327	229,557	229,557	0	229,557	0	FAV
35	5620-OIL USED FOR HEATING	42,700	42,700	42,700	0	42,700	0	FAV
36	5621-NATURAL GAS	47,475	67,173	67,173	0	67,173	0	FAV
37	5627-TRANSPORTATION SUPPLIES	96,789	124,202	124,202	0	124,202	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	291,630	63,778	63,778	0	63,778	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	18,584	20,215	20,215	0	20,215	0	FAV
40	5690-OTHER SUPPLIES	502,949	522,933	522,933	(161,820)	361,113	(161,820)	FAV
41	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,935,589</b>	<b>2,907,974</b>	<b>2,901,327</b>	<b>(161,820)</b>	<b>2,739,507</b>	<b>(168,467)</b>	<b>FAV</b>
42	5730-EQUIPMENT - NEW	332,148	70,947	70,947	0	70,947	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	439,067	63,106	63,106	0	63,106	0	FAV
44	<b>EQUIPMENT</b>	<b>771,215</b>	<b>134,053</b>	<b>134,053</b>	<b>0</b>	<b>134,053</b>	<b>0</b>	<b>FAV</b>
45	5715-IMPROVEMENTS TO BUILDING	160,841	55,940	55,940	0	55,940	0	FAV
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	0	0	0	0	FAV
46	5720-IMPROVEMENTS TO SITES	61,825	0	0	0	0	0	FAV
47	5850-DISTRICT CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	0	0	0	FAV
48	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>222,666</b>	<b>305,940</b>	<b>305,940</b>	<b>0</b>	<b>305,940</b>	<b>0</b>	<b>FAV</b>
49	5580-STAFF TRAVEL	10,723	24,850	22,365	0	22,365	(2,485)	FAV
50	5581-TRAVEL - CONFERENCES	22,406	46,660	41,994	0	41,994	(4,666)	FAV
51	5810-DUES & FEES	77,379	105,654	105,654	0	105,654	0	FAV
52	<b>DUES AND FEES</b>	<b>110,508</b>	<b>177,164</b>	<b>170,013</b>	<b>0</b>	<b>170,013</b>	<b>(7,151)</b>	<b>FAV</b>
53	<b>5856-TRANSFER ACCOUNT</b>	495,482	0	0	0	0	0	FAV
54	<b>ESTIMATED UNSPENT BUDGETS</b>		0	0	0	0	0	FAV
55	<b>TOTAL EXPENDITURES</b>	<b>47,768,411</b>	<b>50,784,509</b>	<b>50,739,903</b>	<b>18,769</b>	<b>50,758,672</b>	<b>(25,837)</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 & EXPENDITURES BY CATEGORY  
FINANCIAL ANALYSIS  
FOR THE FISCAL YEAR 2019-2020**



**SEPTEMBER 2020**

**2020-2021 FORECAST**

**OVERVIEW**

*The projected unspent fund balance for this fiscal year is \$139,759 FAV previously, \$2,902 FAV.*

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is *\$113,922 FAV previously \$41,704 UNF*, which appears on page 2, column 6, line 22.

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

The forecast is based on historical State payments.

**LINE 6 on Page 2: PARKING INCOME:**

*The forecast estimates 50% of parking revenue will be collected, \$16,000 UNF. Difficult to determine the demand and opportunity yet.*

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

The budget is based on the expectation interest rates will remain steady and revenue will be as budgeted. *The forecast projects less interest income due to declining interest rates, \$25,000 UNF previously \$15,000 UNF.*

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2020	.392%	.352%
August	.392%	.221%
September	.399%	.081%

**LINE 8 on Page 2: ATHLETICS:**

*The forecast estimates a 50% reduction due to limited fan participation for at least one season, \$11,000 UNF.*

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

The budget is based on seven tuition students. The actual tuition charged is higher (\$71 per year) than budgeted since the rate is set after the budget referendum is past. Two new tuition students enrolled in the District. *One student disenrolled, three students are moving into the District. The projected variance is \$37,864 UNF previously \$7,296 FAV.*



**LINE 10 on Page 2: TRANSPORTATION INCOME:**

The forecast is based on projected State payments for magnet school transportation budgeted.

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

The current projection is based on budgeted costs for placements and transportation. This is based on a 73% reimbursement rate. *Excess cost grant is expected to increase due to an increase of services. Tuition is increased for students moving into the District with unanticipated costs which will be partially reimbursed through the grant, \$210,786 FAV previously, neutral.*

**LINE 16 on Page 2: RENTAL INCOME:**

The forecast estimates a 50% reduction based on limiting the use of the building for at least a portion of the year due to COVID19, *\$7,000 UNF.*

**LINE 17 on Page 2: INTERGOVERNMENTAL INCOME:**

The forecast is based on the budget for shared services with the Woodbridge Board of Education for technology services.

**LINE 18 on Page 2: OTHER REVENUE:**

The forecast is based on budget currently, *no change anticipated at this time, \$0 FAV.*

**EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is *\$ 25,837 FAV previously \$44,606 FAV* which appears on page 4, column 6, line 55.

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

*The forecast is based on budget. There are still open positions and the forecast will be updated after the school year begins. The need for additional coverage is anticipated. We intend to expand our use of bench subs to better ensure adequate class coverage and supervision in the buildings. All substitute position have not yet been filled. The District has not yet reached the budgeted amount of turnover savings, \$81,769 UNF. The current projection is \$94,442 UNF previously \$204,060 UNF. The forecast includes \$48,053 FAV grant funds pending State approval and \$40,438 FAV for vacancy filled by an outside consultant.*

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

The forecast is based on budget. There are still open positions and the forecast will be updated after the school year begins. *The need for additional support staff is anticipated as we increase building hours and occupancy. The turnover factor is currently short of the budget projection by \$752 previously, \$16,185 UNF. There are still positions in transition and the turnover factor and classified budget is expected to be neutral.*

**LINES 4 & 5 on Page 3: 5200 & 5210-MEDICARE & FICA:**

The forecast is based on the budget for current staff.

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

The workers' compensation premium is less than budgeted and the forecast assumes the payroll audit will be as budgeted. Member equity distribution was received for \$9,190

FAV and a contract stabilization rate approved by the Board in May saving \$15,313 FAV.  
**Total savings YTD \$22,546 FAV.**

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

The forecast assumes actual claims of current employees and retirees will be the same as the budget. The projected monthly budget is based on an average of five years of claims. *Medical claims are lower, presumably due to routine office visits and medical tests being postponed. We expect claims will rise later in the year as employees and families return to routine care visits or possibly an increase in COVID treatments. Currently the account is running at 89.9% of claims. The forecast projects the account will be neutral at this time.*

**CLAIMS OF CURRENT EMPLOYEES AND RETIREES**

<b>MONTH</b>	<b>2020-2021 ACTUAL</b>	<b>2020-2021 BUDGET</b>	<b>VARIANCE</b>	<b>2019-2020 ACTUAL</b>	<b>2018-2019 ACTUAL</b>
<i><b>JUL</b></i>	<b>\$ 256,509</b>	\$ 408,015	\$ (151,506)	\$ 366,182	\$ 292,718
<i><b>AUG</b></i>	<b>\$ 200,490</b>	\$ 446,937	\$ (246,447)	\$ 383,765	\$ 282,192
<i><b>SEP</b></i>	<b>\$ 292,575</b>	\$ 365,001	\$ (72,426)	\$ 317,685	\$ 376,576
<i><b>OCT</b></i>	\$ 363,318	\$ 363,318	\$ -	\$ 383,369	\$ 245,938
<i><b>NOV</b></i>	\$ 453,630	\$ 453,630	\$ -	\$ 370,672	\$ 418,110
<i><b>DEC</b></i>	\$ 484,052	\$ 484,052	\$ -	\$ 403,126	\$ 334,678
<i><b>JAN</b></i>	\$ 354,535	\$ 354,535	\$ -	\$ 348,820	\$ 331,129
<i><b>FEB</b></i>	\$ 307,567	\$ 307,567	\$ -	\$ 124,317	\$ 384,149
<i><b>MAR</b></i>	\$ 389,184	\$ 389,184	\$ -	\$ 276,832	\$ 363,660
<i><b>APR</b></i>	\$ 343,398	\$ 343,398	\$ -	\$ 196,735	\$ 278,082
<i><b>MAY</b></i>	\$ 409,054	\$ 409,054	\$ -	\$ 124,900	\$ 363,382
<i><b>JUN</b></i>	\$ 326,536	\$ 326,536	\$ -	\$ 194,428	\$ 224,419
<b>TOTALS</b>	<b>\$ 4,180,846</b>	<b>\$ 4,651,225</b>	<b>\$ (470,379)</b>	<b>\$ 3,490,831</b>	<b>\$ 3,895,033</b>

**ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS**

<b>2016-2017 ACTUAL</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 FORECAST</b>	<b>2020-2021 FORECAST</b>
85.2%	72.1%	92.2%	84.1%	100.0%

**Note: 2020-2021 FORECAST** of projected claims for this fiscal year as a percentage of expected claims is based on actual year-to-date claims plus budgeted claims for the remainder of the year divided by expected (budgeted) claims.

**FEEES OF CURRENT EMPLOYEES AND RETIREES**  
(Stop-Loss Premiums, Network Access Fees, and Other Fees)

<b>MONTH</b>	<b>2020-2021 ACTUAL</b>	<b>2020-2021 BUDGET</b>	<b>VARIANCE</b>	<b>2019-2020 ACTUAL</b>	<b>2018-2019 ACTUAL</b>
<i>JUL</i>	\$ 53,562	\$ 61,957	\$ (8,395)	\$ 65,692	\$ 63,793
<i>AUG</i>	\$ 50,187	\$ 65,755	\$ (15,568)	\$ 62,661	\$ 60,070
<i>SEP</i>	\$ 53,804	\$ 58,089	\$ (4,285)	\$ 46,306	\$ 63,599
<i>OCT</i>	\$ 61,041	\$ 61,041	\$ -	\$ 70,245	\$ 63,213
<i>NOV</i>	\$ 41,539	\$ 41,539	\$ -	\$ 59,406	\$ 71,815
<i>DEC</i>	\$ 37,299	\$ 37,299	\$ -	\$ 62,365	\$ 70,016
<i>JAN</i>	\$ 36,807	\$ 36,807	\$ -	\$ 73,157	\$ 78,786
<i>FEB</i>	\$ 36,239	\$ 36,239	\$ -	\$ 57,592	\$ 66,033
<i>MAR</i>	\$ 32,198	\$ 32,198	\$ -	\$ 58,624	\$ 38,918
<i>APR</i>	\$ 36,879	\$ 36,879	\$ -	\$ 57,573	\$ 69,321
<i>MAY</i>	\$ 36,343	\$ 36,343	\$ -	\$ 56,459	\$ 76,505
<i>JUN</i>	\$ 35,743	\$ 35,743	\$ -	\$ 56,502	\$ 72,044
<b>TOTALS</b>	<b>\$ 511,640</b>	<b>\$ 539,887</b>	<b>\$ (28,247)</b>	<b>\$ 726,582</b>	<b>\$ 794,113</b>

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

*The forecast is based on the actual staff, \$1,508 FAV.*

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

*The forecast is based on the current staff, \$357 UNF, previously, \$190 UNF.*

**LINE 12 on Page 3: 5281-DEFINED CONTRIBUTION RETIREMENT PLAN:**

The current forecast projects this account will be **neutral**.

**LINE 15 on Page 3: 5290-UNEMPLOYMENT:**

The forecast estimates the account may run \$20,000 UNF. The budget was reduced prior to the pandemic based on a low utilization for several years. Many of the current claimants will come off unemployment when we reopen. However, there are a number of claimants that are receiving benefits based on their past 24 months of work history with Amity and are not current employees. It is difficult to measure how many will remain on benefits. **\$20,000 UNF.**

**LINE 20 on Page 3: 5330-PROFESSIONAL TECHNICAL SERVICES:**

*Coverage is needed for an administrator on leave. Coverage is provided through an outside consultant, \$61,818 UNF. A transfer professional services is requested this month.*

**LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:**

Special Education Transportation is projecting a **\$106,521 FAV, previously, \$110,075 FAV** balance partly due to the first summer session was held virtually. Late busses and field trips will be reduced due to COVID-19, currently assuming a 10% or **\$25,733 FAV** projection.

**LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE:** Student Accident insurance renewed slightly higher-\$922 UNF, LAP and several other policies came in lower-\$8,588 FAV and cyberinsurance is now a separate policy and not covered under general liability increases \$9,907 UNF for a total account increase of **\$2,242 UNF**

**LINE 24 on Page 3: 5550-COMMUNICATION:TEL, POST, ETC:**

E-Rate funding is pending for the current fiscal year. The District will receive discounted invoices for the CEN service provided by the State of Connecticut. The funding decision was announced this month.

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

*Tuition is currently forecasted to have a \$162,563 UNF previously \$98,946 FAV variance.* The forecast is based on current students and their placements.

Tuition for the vo-ag schools has a projected variance of **\$64,818 previously \$68,318 FAV.**

	<b>FY16-17 ACTUAL</b>	<b>FY17-18 ACTUAL</b>	<b>FY18-19 ACTUAL</b>	<b>FY19-20 ACTUAL</b>	<b>FY20-21 BUDGET</b>	<b>FY20-21 FORECAST</b>
Sound	3	4	6	6	8	5(7 )
Trumbull	3	6	4	4	5	4
Nonnewaug	3	4	6	5	7	7(4)
Common Ground Charter HS	1	0	0	0	1	1(0)
ACES Wintergreen Magnet	0	0	0	0	0	0
King Robinson Magnet	1	0	0	0	0	0
Engineering Science Magnet	0	1	0	0	0	0
Highville Charter School	0	1	0	0	0	0
<b>Totals</b>	<b>11</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>21</b>	<b>17(15)</b>

ECA is projected variance *to be \$16,200 FAV previously \$16,200 FAV, below budget, with three less students enrolled than budgeted.*

	<b>FY16-17 ACTUAL</b>	<b>FY17-18 ACTUAL</b>	<b>FY18-19 ACTUAL</b>	<b>FY19-20 ACTUAL</b>	<b>FY20-21 BUDGET</b>	<b>FY20-21 FORECAST</b>
<b>ECA</b>	<b>15</b>	<b>19</b>	<b>24</b>	<b>21</b>	<b>21</b>	<b>18</b>

*Public (ACES) and private out-of-district placements are currently less than anticipated, \$243,581 UNF previously \$14,428 FAV. There are more outplaced students who recently moved into the District.*

	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 BUDGET	FY20-21 FORECAST
Public SPED	8	8	11	8	9	8(7)
Private SPED	27	20	22	18	29	30(30)
Totals	35	28	33	26	38	38(37)

**LINE 30 on Page 4: 5830 & 5910-DEBT SERVICE :**

Debt service is \$54,962 overbudget of the estimate for the new bond. There was premium paid by purchaser to offset this increase so the budget will remain neutral and this variance is paid from bond proceeds.

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

The 2020-2021 budget for electricity assumes the use of 3,189,868 kilowatt hours at an average price of \$0.19661 per kilowatt hour, or a cost of \$627,736. *Current kilowatt hours are down but with the increased full capacity run times for HVAC systems during the pandemic, it is anticipated the hours will rise over the next months. The usage is projected to on budget, neutral.*

**ELECTRICITY (KILOWATT HOURS)**

MONTH	2020-2021 FORECAST	2020-2021 BUDGET	VARIANCE	2019-2020 ACTUAL	2018-2019 ACTUAL
<i>JUL</i>	<i>254,693</i>	261,716	(7,023)	306,744	104,580
<i>AUG</i>	<i>96,300</i>	292,794	(196,494)	298,187	152,275
<i>SEP</i>	<i>297,628</i>	308,389	(10,761)	255,198	314,178
OCT	282,314	282,314	-	294,827	271,919
NOV	260,774	260,774	-	243,754	249,759
DEC	260,198	260,198	-	250,944	247,237
JAN	268,460	268,460	-	266,227	274,992
FEB	269,090	269,090	-	251,802	263,959
MAR	256,461	256,461	-	217,683	248,762
APR	260,337	260,337	-	232,983	262,037
MAY	246,095	246,095	-	145,568	276,658
JUN	223,240	223,240	-	239,032	91,898
Totals	<b>2,975,590</b>	<b>3,189,868</b>	<b>(214,278)</b>	<b>3,002,949</b>	<b>2,758,254</b>

**Note: 2019-2020 Actual Kilowatt Hours shown in bold italics.**

The budget assumes there will not be a Load Shed credit. Building had limited use in FY20 from March 13-June 30. We are pursuing a new contract and may have savings in future months.

The budget for propane is \$3,330. *The forecast is neutral at this time.*

The budget for water is \$47,800. *The forecast is neutral at this time.*

Sewer costs are budgeted at \$31,000, costs are projected to be \$24,353. *The forecast is \$6,647 FAV at this time.*

#### DEGREE DAYS

There are 26 degree days to date compared to 9 last year at this time.

#### LINE 35 & 36 on Page 4: 5620 & 5621-OIL & NATURAL GAS :

*These accounts may be overbudget, though it is difficult to estimate how much at this time. We are increasing the percentage of outdoor air flow into the HVAC system per CDC recommendations. The actual temperatures for the winter months will greatly influence the need for additional heating fuel.*

#### LINE 40 on Page 4: 5690-OTHER SUPPLIES:

*The forecast reflects the anticipated reimbursement from the Coronavirus Relief Fund grant, \$161,820 FAV.*

#### LINE 45a on Page 4: 5850-FACILITIES CONTINGENCY:

The budget includes a \$100,000 contingency for unplanned, necessary facility expenditures. The forecast assumes these funds will be entirely used.

#### LINE 47 on Page 4: 5850-CONTINGENCY:

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. The forecast assumes these funds will be entirely used.

#### LINES 49 & 50 on page 4: 5580 & 5581 STAFF TRAVEL AND TRAVEL - CONFERENCES :

A 10% reduction is estimated anticipating less travel between schools and to conferences. *The forecast is projected to on \$7,151 FAV.*

**COVID-19 EXPENDITURES:** *Currently expenditures related to preparing for reopening in the COVID-19 environment are estimated at \$782,561. The two largest purchases are in the area of PPE of approximately \$51,318, \$29,419 on cleaning supplies, \$164,108 for social distancing measures, and \$240,540 for classroom scanners. There is a potential of spending \$278,160 for additional personnel to provide coverage for absences, remote teaching, and additional supervision for appropriate COVID-19 protocols. Expenses are across all object codes and will be funded with the funds held as a 15% encumbrance, in the amount of \$968,619 in regular accounts. A budget transfer will be requested after grant funds are approved and exhausted. Currently the District was approved for \$55,040 in ESSER funds. These grant funds were utilized for summer programs and curriculum writing not included in the COVID-19 estimates. A second grant, Coronavirus Relief Funds (CRF) has a preliminary award to the District for \$240,120. The application is pending State approval. There are still more purchases to restock supplies anticipated.*

## APPENDIX A

### COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2019-2020

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**TOTAL ANNUAL SAVINGS TO-DATE OF:     \$43,497**

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**\$11,319 Cable Advisory Grant:** One of the high school teachers, Jeremy Iverson, applied for and received a grant from Cable Advisory Grant. The grant is to be used to purchase production equipment for the film courses and production room. This reduces the amounts that would be funded through the general fund.

**\$ 2,600 Adult Education Shared Agreement:** The Director of Finance & Administration negotiated a lower rate for the mandated high school equivalency and English as a Second Language programs sponsored by Hamden Public Schools.

**\$23,250 E-Rate Credits:** The District's application for E-Rate credits is approved. The amount reflects discounted invoices for the CEN – state provided internet connection.

**\$1,428 Invoice Review** – Tracy Daigle, Facilities Coordinator, relentlessly pursued our service contract pricing for elevator service with Kone. Due to her diligence and knowledge of US Communities contract rates, she saved the District \$1,428 on recent service calls as they were billed at the incorrect rate.

**\$3,500 Re-purposed Materials:** There was a request for adding a second actor preparation area in the green room of the auditorium at Amity Regional High School. In-house personnel re-purposed counters, electrical strips, and brackets from other areas of the District and installed all items. The savings estimated by re-purposing over buying new is \$3,500.

**\$1,400 Trash:** Jim Saisa contacted our trash company and asked to reduce the number of trash pickups per week. We had to increase the number of recycling pickups at Orange due to the amount of lunches being made there. The net savings will be approximately \$1,400 to the District.

There is a detailed history of the District's efforts to save dollars and operate efficiently. This information is posted on the District's website:

- Energy Savings Initiatives for the past decade  
<http://www.amityregion5.org/boe/sub-committees/finance-committee>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies  
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- Fiscal Year 2018-2019 - \$52,451 <https://www.amityregion5.org/boe/sub-committees/finance-committee>

- Fiscal Year 2017-2018 – \$746,688 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2016-2017 – \$595,302 <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2015-2016 – \$125,911 <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2014-2015 – \$139,721 <http://www.amityregion5.org/boe/sub-committees/finance-committee>



## APPENDIX B

### MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

#### **PURPOSE & METHODOLOGY:**

A forecast is a prediction or estimate of future events and trends. **It is only as good as the data available and the assumptions used.** We use current information and past history.

There are many factors, which can significantly impact expenditures, both positively and negatively (e.g., staff turnover, vacancies and leaves-of absence; medical and dental insurance claims when self-insured; special education expenditures; major facility repairs; snow removal).

To illustrate, a special education student could move into the District in mid-year and the cost impact could be over \$100,000 and/or we could have a 'bad claims year' and wipe out the Self Insurance Reserve Fund and need other funds to cover claims of current employees and retirees. If we do not have available funds to cover these and other potential shortfalls, the necessity to seek additional funding from the public would be our only option (as only the towns have a fund balance from prior years available to use in the case of an emergency).

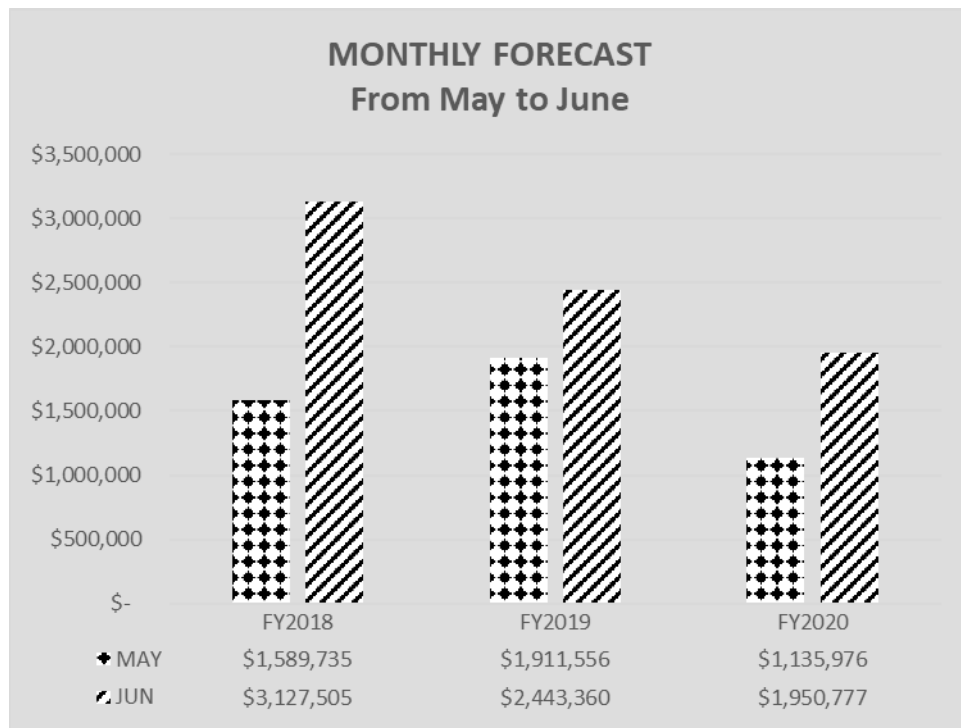
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

Prudent financial management is necessary. We need to be sure the total expenditures budget is never overspent (and may need to be underspent if revenues are below budget because total expenditures cannot exceed total revenues). It is imperative we 'hold back' on spending any of the Contingency Account until it is absolutely necessary or we are close to yearend. The Superintendent of Schools and Director of Finance and Administration review and approve or deny all purchase orders. We are careful to make sure funds are only spent when necessary and not just because 'it is in the budget'. We are constantly faced with the 'what-ifs' of over expenditures in certain accounts. We need to be sure there are sufficient funds available. As a result, the fund balance has been larger towards the end of the fiscal year.

Furthermore, the monthly forecasts are based on the information available. We have had large, unexpected or highly unpredictable events at the end of the fiscal year (mostly of a positive nature), which have significantly change the forecast from May to June.

## HISTORICAL:

The chart below depicts the yearend balance projected in May and June of each of the past three fiscal years.



The major contributors of the significant change from the May to June forecasts are detailed below.

### FY2018:

The audited fund balance was \$3,127,505. The monthly forecast for May 2018 projected a fund balance of \$1,589,735, or **\$1,537,770 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$96,914:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$21,583:** Special education transportation and tuition expenditures were lower than forecasted. The May forecast included the possible changes to outplacements and hospitalizations that did not occur.

- **\$741,387:** Medical & dental claims were lower than expected. Since we are self-insured, actual claims are not known until the end of the fiscal year. Based on actual claims, we returned these funds to the member towns.
- **\$129,529:** Lower legal expenses, speech therapy and occupational therapy professional services than anticipated.
- **\$25,989:** As part of the yearend processing, unspent encumbrances are eliminated.
- **\$10,299:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year.

#### **FY2019:**

The audited fund balance is \$2,033,027. The monthly forecast for May 2019 projected a fund balance of \$1,502,297 which included \$409,259 designated for security projects. The change is **\$531,804 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$57,653:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. Many unpaid leaves occur at the end of the school year. We use conservative estimates in the forecasts based on past history.
- **\$137,507:** Medical & dental claims were lower than expected. Since we are self-insured, actual claims are not known until the end of the fiscal year.
- **\$150,147** Purchased services were lower than forecasted. There were fewer interns than budgeted. Less than anticipated need for psychiatric consults and other consultants at PPTs. Less need for printed materials, postage, changes in special education transportation and athletic rentals were less than anticipated.
- **\$82,370:** Fuel costs for busses were less than anticipated. Repairs and maintenance costs for accounts other than facilities were down. Instructional supplies were less than anticipated.

#### **FY2020:**

The unaudited fund balance is \$1,950,777 after \$515,077 in EOY purchases and assuming 1% or \$492,485 appropriated to Capital and Nonrecurring Account. The monthly forecast for May 2020 projected a fund balance of \$1,135,976. The change is **\$815,982 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance was the unsettled environment of the COVID-19 global pandemic. As of the May 2020 meeting, the Governor had not announced if schools would reopen prior to the end of the school year. School was eventually cancelled for the remainder of the year and almost all accounts were impacted. The changes from one month to the next month were, as follows:

- **\$121,462:** Certified and classified salaries were lower due to the school closures. Spring coaches salaries were reduced, substitutes and coverages were not needed, staff development hours, homebound instruction, chaperone duties, and overtime were all near zero.
- **\$296,642:** Medical & dental claims were lower due to the COVID-19 global pandemic. Routine office visits and medical tests were postponed all spring across the region. Since we are self-insured, actual claims are not known until the end of the fiscal year. Unemployment claims, though high were lower than May's estimate. The District has not experienced claims of this magnitude and estimating the actual costs were difficult. Many claims were in dispute. The change was \$26,000 FAV.
- **\$155,607** Purchased services were lower due to the COVID-19 global pandemic. There were no athletic contests, which reduced the annual number of game day staff and officials paid. Less need for printed materials, postage, end of year celebrations, graduation and stepping up costs, and athletic rentals were less due to the social distancing requirements.
- **\$76,091:** Transportation and fuel costs for busses were lower due to the COVID-19 global pandemic. Contracts were renegotiated in May but with school cancellation final for the year, additional savings resulted. There were no late runs, athletic trips, or field trips at the end of the year.
- **\$70,483:** Instructional supplies were lower due to the COVID-19 global pandemic. Consumable materials could not be utilized in the remote learning environment so there was a significant decrease in food for culinary, lumber and other raw materials for technology education and science lab materials.
- **\$54,739:** Communication costs were lower due to the COVID-19 global pandemic. Less postage, copy paper, and catering needs due to the remote learning environment.
- **\$35,521:** Rentals for fields, tables, chairs, tents, etc. were lower due to the COVID-19 global pandemic. End of year athletic contests were cancelled and ceremonies were done in a socially distance manner which eliminated the need for many items used for large crowd gatherings.
- **\$14,945:** Electricity usage was lower due to the COVID-19 global pandemic. Buildings had a few occupants during the March through June timeframe.

## APPENDIX C

### RECAP OF 2017-2018

#### Return Unspent Fund Balance:

*The cancellation of 2016-2017 encumbrances of \$86,227 will be returned to the Member Towns. We encumber funds for goods and services received by June 30<sup>th</sup> but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill, pending special education settlements) and we do not need to spend the entire encumbrance. Once the audit is final for 2017-2018, the funds will be returned.*

<i>Bethany</i>	<i>\$17,581</i>
<i>Orange</i>	<i>\$42,027</i>
<i>Woodbridge</i>	<i><u>\$26,619</u></i>
<i>Total</i>	<i>\$86,227</i>

The audited fund balance for 2017-2018 is \$3,127,505. These source of the available funds are described below.

#### FINANCIAL MANAGEMENT:

**\$ 78,987**

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$38,753. Grant money was applied for and awarded to offset the cost of the CEN for savings of \$27,440. This District applied for a grant for displaced students to due hurricanes but received the grant award notice and funds after the fiscal year ended. Restraints of the grant did not allow us to spend it after the fiscal year so it became part of the fund balance.

#### SPECIAL EDUCATION (NET)

**\$ 996,157**

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The Director of Pupil Services has been successful in establishing suitable programs for students within the District and a number of students have returned from outplacement.

#### OTHER:

**\$ 2,052,361**

**\$342,994 SALARIES (OTHER):** "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages,

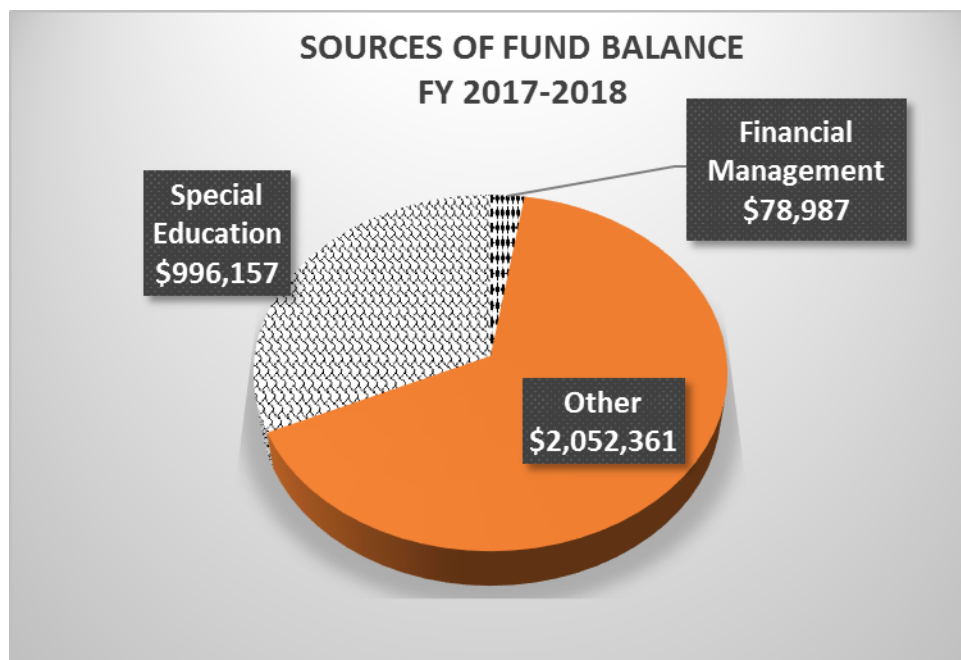
summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

**\$1,395,839 MEDICAL (OTHER):** The net balance of the medical account was under budget. Claims and fees were much lower than budgeted, only costing 72% of expected claims. The savings was offset by other components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

**\$29,913 FACILITIES (OTHER):** The Director of Facilities manages projects and supplies in a very conservative manner. Many projects were completed in-house including tuck-point repair of the field house, concrete sidewalk patches and step repair, and electrical repairs.

**\$29,177 STAFF TRAVEL, CONFERENCES AND DUES & FEES:** Schedule conflicts precluding some staff from attending conferences, other staff were presenters at conferences and registration fees were waived, and a few less requests from students for contest entries. The appropriate funding level for these accounts will be reviewed in the upcoming budget cycle.

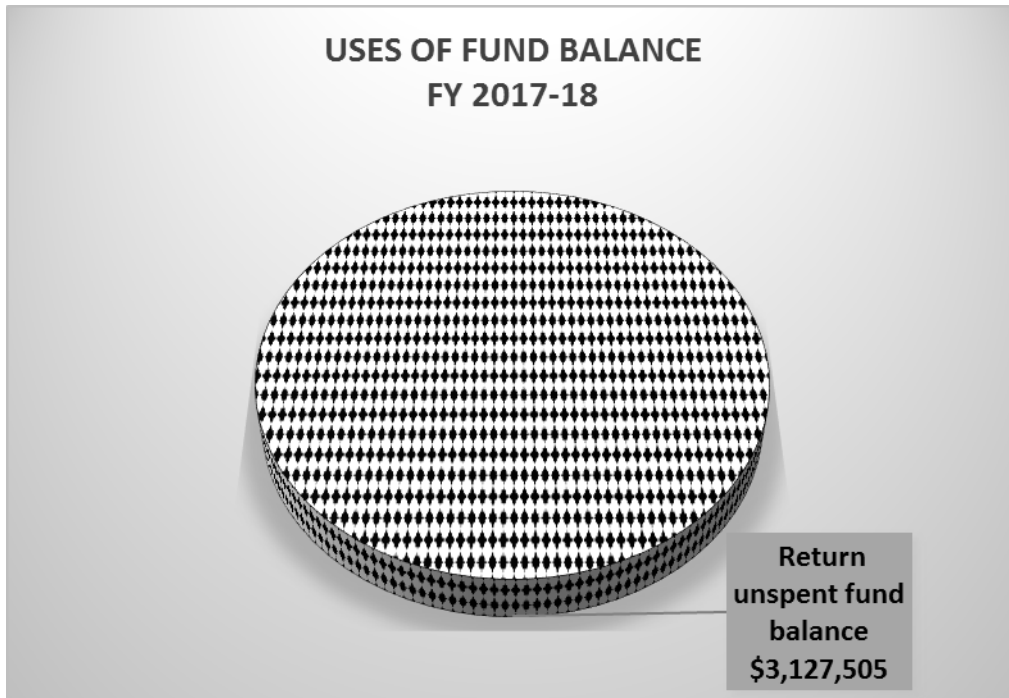
The primary sources of the fund balance are shown graphically below:



The use of the fund balance as voted on in the September 2108 AFC and BOE meetings is as follows:

1. **\$3,127,505** - Return of unspent fund balance per audit.

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

The audited unspent fund balance will be returned to the Member Towns, as follows:

<i>Town of Bethany</i>	<i>\$ 615,493</i>
<i>Town of Orange</i>	<i>\$1,556,778</i>
<i>Town of Woodbridge</i>	<i><u>\$ 955,234</u></i>
<i>Total</i>	<i><b>\$3,127,505</b></i>

## APPENDIX D

### RECAP OF 2018-2019

#### Return Unspent Fund Balance:

*The cancellation of 2017-2018 encumbrances of \$166,245 will be returned to the Member Towns. We encumber funds for goods and services received by June 30<sup>th</sup> but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill, pending special education settlements) and we do not need to spend the entire encumbrance. Once the audit is final for 2018-2019, the funds will be returned.*

<i>Bethany</i>	<i>\$32,717</i>
<i>Orange</i>	<i>\$82,752</i>
<i>Woodbridge</i>	<i><u>\$50,776</u></i>
<i>Total</i>	<i><u>\$166,245</u></i>

The audited fund balance for 2018-2019 is \$2,034,101 plus \$409,259 designated at year-end for security projects. These source of the available funds are described below.

#### FINANCIAL MANAGEMENT:

**\$ 204,608**

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$52,451. Grant money was applied for and awarded to offset the cost of the CEN for savings of \$27,440. \$5,000 less postage used due to digital communications. The District refinanced bonds and saved \$27,738 in interest payments. The District chose leasing 1:1 mobile devices as a more cost effective and technological practice, \$108,493. The device can be kept current for curriculum needs and the District is not responsible for disposals. Computers from the current computer labs at the middle schools provided a source of replacement computers and repair parts avoiding new purchases.

#### SPECIAL EDUCATION (NET)

**\$ 539,798**

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The Director of Pupil Services has been successful in establishing suitable programs for students within the District and a number of students have returned from outplacement.

#### OTHER:

**\$ 1,289,695**

**\$346,235 SALARIES (OTHER):** "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school



including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

**\$387,507 MEDICAL (OTHER):** The net balance of the medical account was under budget. Claims and fees were slightly lower than budgeted, \$328,426, costing 92.2% of expected claims. There were some other savings with other components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

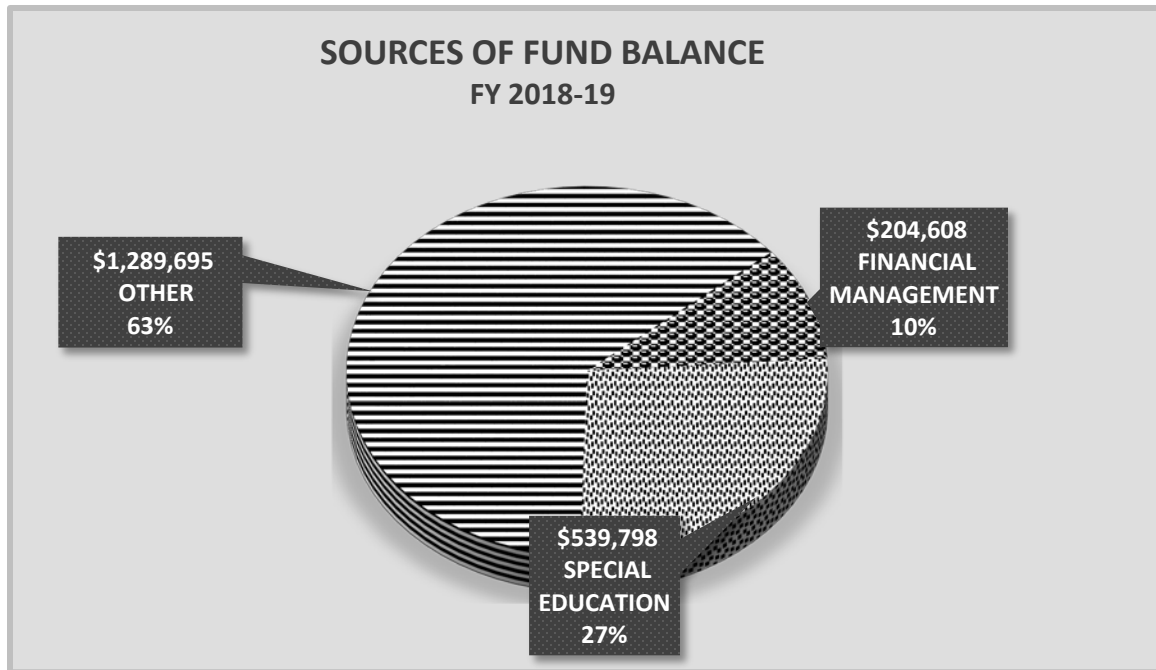
**\$378,012 REVENUE:** The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts were adjusted during for the current budget cycle, 2019-2020.

**\$79,974 SUPPLIES:** Instructional supplies and transportation fuel were underbudget. The transportation fuel bid price was lower than budgeted and less fuel was used with some routes being reassigned. Mid-year staff changes may have impacted the spending in some instructional supply accounts. These areas were reviewed during the 2019-2020 budget and will be reviewed again during the upcoming budget process.

**\$39,009 RENTALS:** Athletic rentals were down \$19,552 due to lower ice rentals contract negotiated with new venue and the Town of Orange pool was being upgraded and was not available for part of the year. Another facility was used at lower cost. Special education rental of lease space was lower than anticipated and partially covered by a grant, \$17,400.

**\$39,934 STAFF TRAVEL, CONFERENCES AND DUES & FEES:** Schedule conflicts precluding some staff from attending conferences, grants funded some conferences, new staff attended fewer conferences and a few less requests from students for contest entries. The appropriate funding level for these accounts will be reviewed in the upcoming budget cycle.

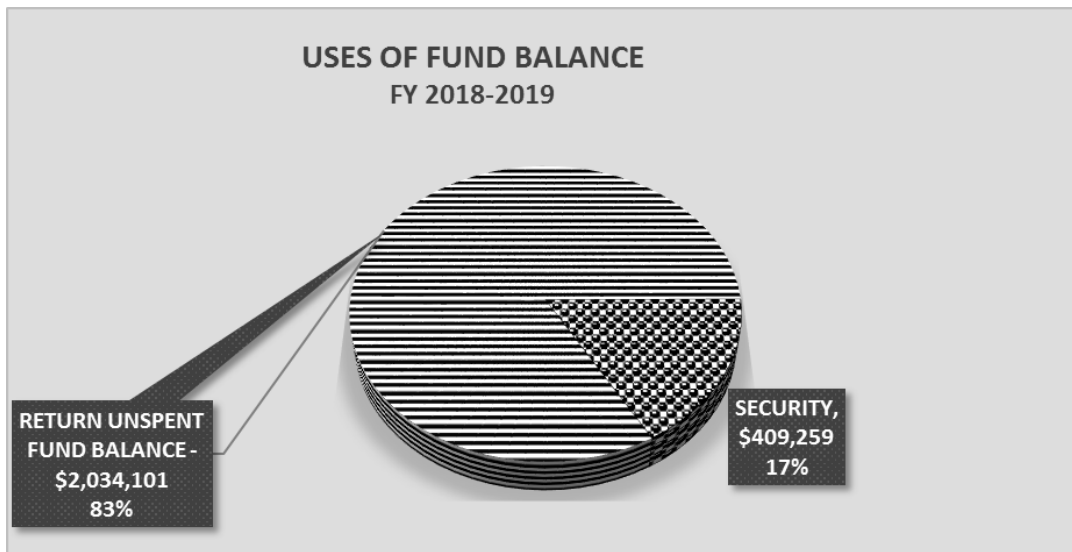
The primary sources of the fund balance are shown graphically below:



The use of the fund balance is proposed to return to the the member towns:

1. **\$409,259** was designated in June 2019 for security projects
2. **\$2,034,101** - Return of unspent fund balance upon audit completion.

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

The audited unspent fund balance will be returned to the Member Towns, as follows:

<i>Town of Bethany</i>	<i>\$ 392,378</i>
<i>Town of Orange</i>	<i>\$1,020,712</i>
<i>Town of Woodbridge</i>	<i><u>\$ 621,011</u></i>
<i>Total</i>	<i>\$2,034,101</i>

## APPENDIX E

### RECAP OF 2019-2020

#### **Return Unspent Fund Balance:**

*The cancellation of 2018-2019 encumbrances of \$35,457 will be returned to the Member Towns. We encumber funds for goods and services received by June 30<sup>th</sup> but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. Once the audit is final for 2019-2020, the funds will be returned.*

<i>Bethany</i>	<i>\$ 6,839</i>
<i>Orange</i>	<i>\$ 17,792</i>
<i>Woodbridge</i>	<i><u>\$ 10,825</u></i>
<i>Total</i>	<i>\$ 35,457</i>

The *preliminary unaudited* fund balance for 2019-2020 is \$1,953,498, assuming the 1% or \$495,482 is transferred to the Capital Nonrecurring Account. The fund balance is net of \$515,077 of end-of-year expenditures that are posted in FY20. The source of the available funds are described below.

#### **SUMMARY:**

*The monthly financial report for February 2020 as reported at the March AFC & BOE meetings forecasted a fund balance of \$799,396. Days later, on March 12, 2020, the District cancelled in-person instruction and learning. Most employees continued to work with the exception of substitute teachers. The hours of operation were still severely impacted as all after-school, weekend and evening activities were cancelled. This came at a time when schools would typically operate on extended schedules to accommodate sporting activities, overnight field trips, school plays, award ceremonies, stepping up and graduation ceremonies. Busses did not operate for 58 days in the District. Buildings remained open but with minimal staff as the majority of staff worked remotely, reducing utilities consumption. Contracts for professional services were re-negotiated or cancelled as were rentals of other fields, tables, and tents. Overtime and staff travel was non-existent and only a few conferences were held (via remote features).*

#### **FINANCIAL MANAGEMENT:**

**\$ 107,610**

The turnover factor exceed the budget by \$70,559. Administrators carefully consider salary placement for new hires. Some part-time vacancies were not filled during the shut-down. Liability, workers' compensation, and student accident insurance coverages were negotiated at a lower rate than anticipated, \$37,051.

#### **SPECIAL EDUCATION:**

**\$ 580,502**

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. Any one of these events can have a significant impact, positive or negative, on the District's

special education expenditures. The State reimbursement rate fluctuates throughout the year. Expenses were down \$580,502 prior to the shutdown.

**SALARIES, MEDICAL, PURCHASED SERVICES (OTHER):** **\$2,273,224**

**\$627,603 SALARIES (OTHER):** Teacher coverages, substitute costs, coaching stipends, overtime, homebound services, and chaperone stipends were some of the budgeted items affected by the remote instruction environment. Payroll taxes were down as result of the lower payroll costs. All after-school, evening and weekend activities were cancelled for typically the busiest time of the school year.

**\$926,221 MEDICAL (OTHER):** The net balance of the medical account was under budget. Claims and fees were lower than budgeted as hospitals and doctors suspended routine visits, diagnostic tests, and non-emergency procedures amid the pandemic. The insurance claims were running at 95.7% of budget through February 2020 and fell to 81.3% by the end of the year. Dental claims were near zero during the final quarter of the fiscal year.

**\$228,156 TRANSPORTATION SERVICES: (OTHER):** School busses did not transport students for daily runs, late runs, athletic events or extra-curricular activities from mid-March through the end of the school year. The daily contract was re-negotiated with transportation contractors while other services were cancelled entirely. Fuel cost were reduced as a result of the shutdown.

**\$82,664 PURCHASED SERVICES (OTHER):** Purchased services costs were lower due to several factors. Cancellation of spring sports resulted in fewer athletic contests and fewer officials, monitors, and scorekeepers, \$32,000 FAV; \$26,000 FAV was saved for contracted services changes with a less expensive provider and training of in-house staff, \$14,000 FAV was not spent on end of year programs and events; \$8,955 FAV was left from the NEASC budget.

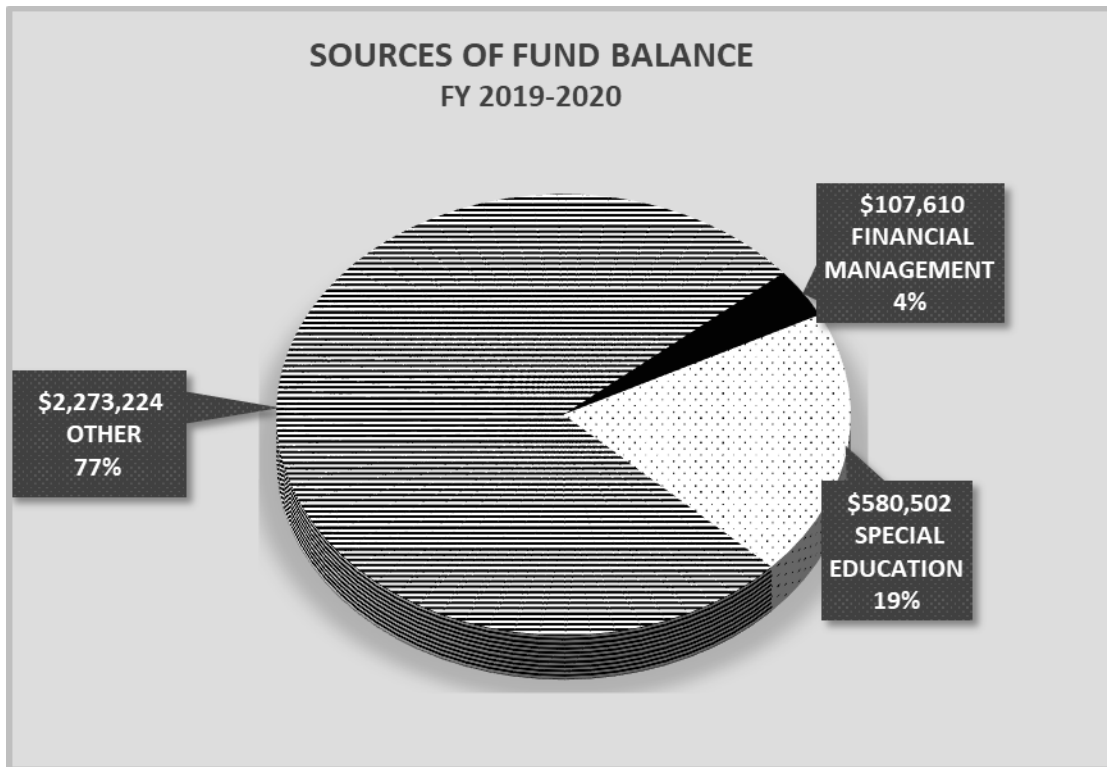
**\$93,339 UTILITIES (OTHER):** A mild winter combined with fuel cell operating properly to supply heat generated savings of \$17,731 FAV. Electricity usage was down due to the reduced occupancy in buildings, \$70,089 FAV.

**\$57,290 STAFF TRAVEL AND CONFERENCES:** Staff travel was halted in mid-March with many in-person conferences cancelled. Mileage payments for staff traveling between buildings and travel and accommodations for out of District travel were not needed during the final quarter of the school year.

**\$70,483 INSTRUCTIONAL SUPPLIES (OTHER):** Purchases and consumption of instructional materials was reduced during the remote instruction period. It was not feasible to use many art supplies, photography film, live specimens, lumber, and culinary supplies in a remote environment.

**\$38,170 COMMUNICATIONS: TEL, POST, ETC. (OTHER):** Less copy paper, postage, toner and other Xerox supplies were needed during the remote instruction period. The District also received a grant for internet services.

The primary sources of the fund balance are shown graphically below:



The Board of Education approved\* uses of the fund balance are, as follows:

1. **\$1,950,777** - Return of unspent fund balance per audit.
2. **\$ 495,482** – Request for Capital Reserve (\*pending)
3. **\$ 515,077** - End of Year Purchases

**\$1,950,777 RETURN OF UNSPENT FUND BALANCE *pending audit*:** the annual audit is usually presented to the Amity Finance Committee and Board of Education for acceptance in December or January. Funds are returned to member towns after completion and acceptance of the audit.

**\$495,482 (1%) CAPITAL AND NONRECURRING ACCOUNT:** The Amity Finance Committee and Board of Education approved moving forward in the process to transfer 1% of the FY20 budget surplus into the Capital and Nonrecurring account. This process is not finalized yet.

**\$515,077 END OF YEAR PURCHASES (EOY):**

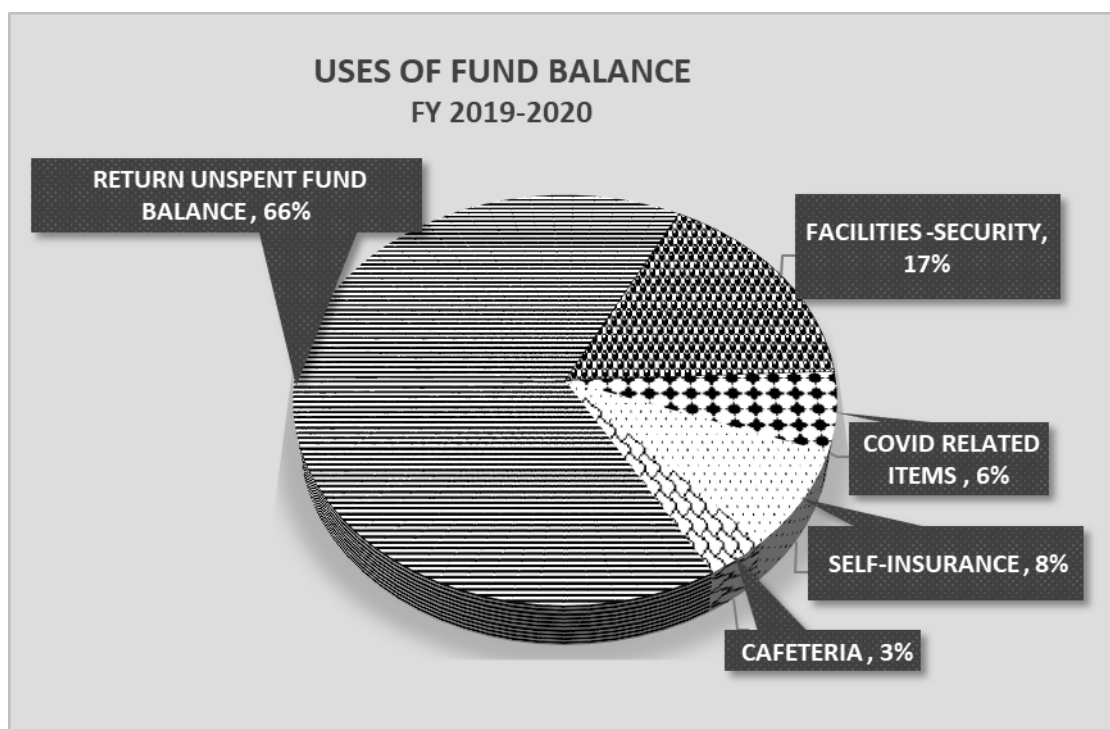
**\$229,311 SELF-INSURANCE FUNDING. (EOY):** The suspension of routine exams, diagnostic tests, dental appointments, and non-emergency surgeries reduced the medical claims for the final quarter of FY20. It is anticipated that once the State reopens the missed procedures will be scheduled, as well as those of age and need for the current year, and in a worse case scenario claims could rise due to COVID-19 treatments as the District reopens. This amount represents raising the self-insurance reserve from a 25% threshold of claims to 30% on a temporary basis of one year. If funds are not needed, the reserve

will be reduced to 25% and the funds will be utilized to offset the budget request for fiscal year 2021-22.

**\$185,766 COVID-19 (EOY):** Purchases of personal protective equipment such as masks, gowns, gloves, and face shields were made to prepare for reopening, recognizing none of these items were anticipated in developing the FY21 budget. Thermal security cameras were purchased to register temperatures and perform a mask check of staff and students arriving at main entrances of all three schools. Laptops for high school teachers were purchased to prepare for remote instruction upon reopening.

**\$100,000 CAFETERIA (EOY):** The District's fund to support school lunch program has been running a deficit for three straight years. The ongoing repair and maintenance of aging equipment contributed to the deficit and the State's change in eligibility status determination increased free and reduced lunch status. Next year appears to be even more challenging in the COVID-19 environment as we will have to change how service is provided, food is served, and food packaging. These necessary changes will increase costs with no anticipated increase in revenue.

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

The *preliminary unaudited* unspent fund balance will be returned to the Member Towns, as follows:

Bethany	\$ 358,085
Orange	\$ 992,321
Woodbridge	\$ 600,371
<b>Total</b>	<b>\$1,950,777</b>

**Amity Regional School District No. 5 - Budget Transfers 2020-2021**

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
2021-Jul	56	03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	(678.00)	SCHOOLDUDE SRVC CONT (15% HOLD)
2021-Jul	56	05-14-2600-5690 OTHER SUPPLIES	678.00	SCHOOLDUDE SRVC CONT (15% HOLD)
2021-Jul	57	03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	(90.00)	EAGLE TRAILERS (15% HOLD)
2021-Jul	57	03-14-2600-5440 RENTALS-LAND,BLDG,EQUIPMENT	90.00	EAGLE TRAILERS (15% HOLD)
2021-Jul	69	03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	(446.00)	ADDITIONAL FUNDS EAGLE TRAILERS
2021-Jul	69	03-14-2600-5440 RENTALS-LAND,BLDG,EQUIPMENT	446.00	ADDITIONAL FUNDS EAGLE TRAILERS
2021-Jul	106	03-11-3202-5440 RENTALS-LAND,BLDG,EQUIPMENT	(150.00)	15% HOLD BACK-EAGLE LEASING
2021-Jul	106	02-11-3202-5440 RENTALS-LAND,BLDG,EQUIPMENT	150.00	15% HOLD BACK-EAGLE LEASING
2021-Sept	5	01-11-1005-5330 OTHER PROFESSIONAL & TECH SRVC	(600.00)	COVER COSTS OF ONLINE LICENSE
2021-Sept	5	01-11-1005-5641 TEXTBOOKS	600.00	COVER COSTS OF ONLINE LICENSE
2021-Sept	7	03-13-2400-5330 OTHER PROFESSIONAL & TECH SRVC	(1200.00)	UPDATE MASTERCAM SOFTWARE
2021-Sept	7	03-11-1008-5611 INSTRUCTIONAL SUPPLIES	1200.00	UPDATE MASTERCAM SOFTWARE
2021-Sept	8	01-11-1010-5690 OTHER SUPPLIES	(29.00)	COVER THE COST OF MEMBERSHIP F
2021-Sept	8	01-11-1010-5810 DUES & FEES	29.00	COVER THE COST OF MEMBERSHIP F



# **AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



**Theresa Lumas**  
**Director of Finance and Administration**  
[terry.lumas@amityregion5.org](mailto:terry.lumas@amityregion5.org)

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

To: Jennifer Byars, Ed. D., Superintendent of Schools  
From: Theresa Lumas, Director of Finance and Administration  
Re: Budget Transfers over \$3,000 for FY 2020-21  
Date: October 13, 2020

## **Special Education:**

A long-term substitute administrator is needed to cover the Coordinator of Pupil Services absence. The estimated cost is \$61,800 to cover 120 days at \$515.00 per diem.

## **Motions:**

### **For the Amity Finance Committee:**

*Recommend the Amity Board of Education approve...*

### **For the Amity Board of Education:**

*Move to approve –*

*the following budget transfer to cover the cost of a long-term substitute administrator for the Coordinator of Pupil Services.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
04-12-1200-5330	Professional Technical Services		\$61,800
05-15-1026-5111	Salaries	\$61,800	

## Students

### Reporting of Child Abuse, Neglect and Sexual Assault

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) recognizes its legal and ethical obligations in the reporting of suspected child abuse and neglect. Any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired. Mandated reporters include all school employees, specifically Superintendent, administrators, teachers, substitute teachers, guidance counselors, school counselors, paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists and social workers and licensed behavior analysts either employed by the Board or working in one of the District schools, or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District schools. Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm, or sexually assaulted by a school employee is required to report such abuse and/or neglect or risk and/or sexual assault.

A mandated reporter's suspicions may be based on factors including, but are not limited to, observations, allegations, facts by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.

Furthermore, the Board of Education requires all personnel who have reasonable cause to suspect or believe that a child, under the age of eighteen (18), except in the case of sexual assault by a school employee, has been abused, neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, is placed in imminent danger of serious harm or has been sexually abused by a school employee to report such cases in accordance with the law, Board policy and administrative regulations. The mandatory reporting requirement regarding the sexual assault of a student by a school employee applies based on the person's status as a student, rather than his or her age.

A mandated reporter shall make an oral report, by telephone or in person, to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but not later than twelve (12) hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent risk of serious harm. In addition, the mandated reporter shall inform the building principal or his/her designee that he/she will be making such a report. Not later than forty-eight hours of making the oral report, the mandated reporter shall file a written or electronic report with the Commissioner of Children and Families or his/her designee. (The Department of Children and Families has established a 24-hour Child Abuse and Neglect Hotline, "Careline" at 1-800-842-2288 for the purpose of making such oral reports.)

A mandated reporter may make the required oral report electronically in the manner prescribed by the Commissioner of Children and Families. An employee making an electronic report shall respond to further inquiries from the Commissioner of Children and Families or designee made within twenty-four hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.

Online reports may be made to the Careline by mandated reporters if the report is of a non-emergent nature. A non-emergent situation is one in which a report is mandated but the child

is not in immediate risk. Mandated reporters reporting electronically when they reasonably suspect that a child has been abused, neglected or placed at risk of imminent harm in a “non-emergent” situation, can do so without risk that they will be subject to a failure to report finding and subsequent penalties.

The oral and written reports shall include, if known: (1) the names and addresses of the child and his/her parents/guardians or other persons responsible for his/her care; (2) the child’s age; (3) the child’s gender; (4) the nature and extent of the child’s injury or injuries, maltreatment or neglect; (5) the approximate date and time the injury or injuries, maltreatment or neglect occurred; (6) information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings; (7) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; (8) the name of the person(s) suspected to be responsible for causing such injury or injuries, maltreatment or neglect; (9) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect; (10) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and (11) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

(For purposes of this section pertaining to the required reporting, a child includes any victim under eighteen years of age educated in a technical high school or District school. Any person who intentionally and unreasonably interferes with or prevents the making of the required report or attempts to conspire to do so shall be guilty of a class D felony, unless such individual is under eighteen years of age or educated in the technical high school system or in a District school, other than part of an adult education program.)

If the report of abuse, neglect or sexual assault involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation, provided that such investigation shall not interfere with or impede any investigation conducted by the Department of Children and Families or by a law enforcement agency.

The Board recognizes that the Department of Children and Families is required to disclose records to the Superintendent of Schools in response to a mandated reporter’s written or oral report of abuse or neglect or if the Commissioner of Children and Families has reasonable belief that a school employee abused or neglected a student. Not later than five (5) working days after an investigation of child abuse or neglect by a school employee has been completed, DCF is required to notify the school employee and the Superintendent and the Commissioner of Education of the investigation’s results. If DCF has reasonable cause, and recommends the employee be placed on DCF’s Child Abuse and Neglect Registry, the Superintendent shall suspend such employee.

The Board, recognizing its responsibilities to protect children and in compliance with its statutory obligations, shall provide to each employee in-service training regarding the requirements and obligations of mandated reporters. District employees shall also participate in training offered by the Department of Children and Families. Each school employee is required to complete a refresher training program, not later than three years after completion of the initial training program and shall thereafter retake such refresher training course at least once every three years.

The **Director of Curriculum & Staff Development** shall annually certify to the Superintendent that each school employee working at such school has completed the required initial training and the refresher training.

State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

~~(This paragraph is optional) It is mandated that policy and procedure development include three major components: Education, Intervention and Evaluation. The Education component requires that school personnel be provided with ongoing education (staff development) related to the recognition and reporting of suspected child abuse, neglect and sexual assault. Intervention requires that “at risk” students be identified and that suspected child abuse, neglect and sexual assault be reported. Evaluation is essential in order to determine whether policy and procedures are effective and appropriately updated to incorporate changes in knowledge, personnel, student and family needs, community resources and law. Such evaluation should take place annually, or more frequently as needed.~~

In accordance with the mandates of the law and consistent with its philosophy, the Board in establishing this policy directs the Superintendent of Schools to develop and formalize the necessary rules and regulations to comply fully with the intent of the law.

This policy will be distributed annually to all employees. Documentation shall be maintained that all employees have, in fact, received the written policy and completed the required initial and refresher training related to mandated reporting of child abuse and neglect as required by law.

The Board of Education will post the telephone number of the Department of Children and Families’ child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each District school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriate for the students enrolled in the school.

### **Establishment of the Confidential Rapid Response Team**

The Board of Education shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected child abuse or neglect; or 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student not enrolled in adult education by a school employee and (2) provide immediate access to information and individuals relevant to DCF’s investigation of such cases.

The confidential rapid response team shall consist of (1) a local teacher and the Superintendent, (2) a local police officer, and (3) any other person the Board of Education deems appropriate.

DCF, along with a multidisciplinary team, is required to take immediate action to investigate and address each report of child abuse, neglect or sexual abuse in any school.

### **Hiring Prohibitions**

The Board of Education will not employ anyone who was terminated or resigned after a suspension based on DCF’s investigation, if he or she has been convicted of (1) child abuse or neglect or (2) 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student who is not enrolled in adult education.

The Boards of Education will not employ an individual who was terminated or resigned, if he or she (1) failed to report the suspicion of such crimes when required to do so or (2) intentionally and unreasonably interfered with or prevented a mandated reporter from carrying out this obligation or conspired or attempted to do so. This applies regardless of whether an allegation of abuse, neglect, or sexual assault has been substantiated.

(cf. [4112.6/4212.6](#) – Personnel Records)

(cf. 5141.511 – Sexual Abuse Prevention and Education Program)

Legal Reference: Connecticut General Statutes

[10-220a](#) Inservice training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA [11-93](#))

[10-221d](#) Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA [11-93](#))

[10-221s](#) Investigations of child abuse and neglect. Disciplinary action. (as amended by PA 16-188)

[17a-28](#) Definitions. Confidentiality of and access to records; exceptions. Procedure for aggrieved persons. Regulations (as amended by PA [11-93](#))

[17a-101](#) Protection of children from abuse. Mandated reporters. Educational and training program. Model mandated reporting policy. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA [11-93](#) and PA 15-205, PA 18-15 and PA 18-17)

[17a-101a](#) Report of abuse, neglect by or injury of child or imminent risk of serious harm to the child. Penalty for failure to report. Notification of Chief State's Attorney. (as amended by PA 02-106, PA [11-93](#), and PA 15-205, PA 18-15 and PA 18-17)  
[17a-102](#) Report of danger of abuse. (as amended by PA 02-106)

[17a-101b](#) Report by mandated reporters. Notification of law enforcement agency when allegation of sexual abuse or serious physical abuse. Notification of person in charge of institution, facility or school when a staff member suspected of abuse or neglect.

[17a-101c](#) Written or electronic report by mandated reporter.

[17a-101d](#) Contents of reports.

[17a-101e](#) Employer prohibited from discriminating or retaliating against employee who makes a good faith report or testifies re child abuse or neglect. Immunity from civil or criminal liability. False report of child abuse. Referral to Office of the Chief State's Attorney. Penalty.

[17a-101g](#) Classification and evaluation of reports. Determination of abuse or neglect of child. Investigation. Notice, entry of recommended finding. Referral to local law enforcement authority. Home visit. Removal of child in imminent risk of harm. Family assessment response program. Development of service plans and plans of care. Monitoring. Disclosure of information to community providers. Annual report.

[17a-101i](#) Abuse or neglect by school employees or staff member of public or private institution or facility providing care for children. Notice. Adoption of

policy. Employee training program.

[17a](#)-101o School employee failure or delay in reporting child abuse or neglect. Policy re delayed report by mandated reporters.

[17a](#)-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.

[10](#)-151 Teacher Tenure Act

DCF Policy [22](#)-1-3 Mandated Reporter's Failure to Report

**Policy revised:**

## Students

### Assigning Students to a Grade Level

## Students

### Assigning Students to a Grade Level

Each Principal or his/her designee will have the responsibility and the authority for assignment of each student to his or her grade level, class(es), and teacher(s) with the best interests of the student in mind. Principals will not take requests to place children with particular teachers or teams. Principals will make the final determination in placing all students.

Students transferring from a school accredited by a State Department of Education will enroll at the grade level and with the course credits indicated by the records of the previous school. Students transferring from a school that is non-accredited will be accepted for enrollment at the level school records indicate, but the level of mastery and the quality of their previous class work must be validated against the Amity Regional School District No. 5 (ARSD) performance standards and benchmarks.

### Grades 7-8

Previous work will be validated for grade 7-8 students by successfully completing the grade in which they enroll. If upon enrollment, it appears that the student is not able to handle the assigned level after 20 school days, the school counselor, building principal, teachers, and parents involved will meet to determine the appropriateness of the placement of the student.

### Grades 9-12

#### Transfer from an Accredited School

A student transferring from an accredited school must earn a minimum of 25 credits by the end of the senior year to receive a diploma from Amity Regional High School. The credits must also meet the specific requirements set for in Amity Regional School District No. 5 Board of Education Policy 6146. Students must complete all graduation requirements in order to participate in the commencement exercises.

#### Transfer from a Non-accredited School (Including Home-Schooling)

Previous high school work will be validated for a grade 9-12 student by successfully completing a placement assessment for every unit/course completed in a non-accredited high school or home-schooling (i.e. successful completion of the placement assessment of mathematics would validate the mathematics credit being transferred). If the placement assessment does not validate the credit, similar or equivalent work will be evaluated at the discretion of the Principal or his/her designee. Students transferring from non-accredited schools or home-schooling may transfer a maximum of five (5) equivalent units per school year. Ordinarily, students from non-accredited high schools or from home-schooling will not be eligible to graduate from Amity Regional High School with less than one year of full-time attendance.

Policy ~~adopted~~approved:

## Students

### Assigning Students to a Grade Level

~~\_(cf. 5122.3—Assignment of Former Home Schooled Students to Classes)~~

(cf. [5123](#) - Promotion/Retention)

(cf. [6146](#) - Graduation Requirements)

Legal Reference: ~~—~~        Connecticut General Statutes

[10](#)-221(b) Boards of education to prescribe rules



## **Business and Non-Instructional Operations**

### **Safety**

#### **Safe and Secure School Facilities, Equipment, and Grounds**

**Goal:** It is the goal of the Amity Regional School District No. 5 (ARSD) Board of Education (Board) to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

**Safety and Hazard Assessments:** The District shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students.

The school security and safety plan shall be an all-hazards approach to emergencies at schools and shall include, but not be limited to:

1. Involvement of local officials, including the First Selectman/Mayor/Town Manager, Superintendent of Schools, law enforcement, fire, public health, emergency management and emergency medical services, in the plan's development.
2. A command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization.
3. A requirement that a school security and safety committee be established of each school, in accordance with the provisions of C.G.S. 10-22m.
4. Crisis management procedures.
5. A requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills.
6. A requirement that the Board of Education submit annually reports to the Department of Emergency Services and Public Protection regarding fire drills and crisis response drills, conducted pursuant to C.G.S. 10-231.
7. Procedures for managing various types of emergencies.
8. A requirement that the Board of Education conduct a security and vulnerability assessment for each school and develop a school security and safety plan for each school based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)
9. A requirement that the Safe School Climate Committee of each school, established pursuant to C.G.S. 10-222k, collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying and report such information, as necessary, to the district's Safe School Climate Coordinator and the school's security and safety committee.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan. (The Department of Emergency Services and Public Protection is required to make such standards available to the Board of Education. The Department of Education is required to distribute such standards to all public schools.)

The Board will annually submit each school's security and safety plan to the Department of Emergency Services and Public Protection, with the required documentation, in the manner requested.

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members.

Safety and hazard assessments shall be conducted for building facilities and grounds including for classrooms, gymnasiums, sports-related equipment, laboratories, and industrial arts facilities. The District shall report annually on safety and hazard assessments to the Superintendent of Schools or his or her designee. Written inspection reports shall be kept on file for 10 years. The District shall correct identified hazards before used by students, staff, or community members.

**Maintenance:** The District shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for 10 years.

**Supervision of Students:** All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising, athletic fields, gymnasiums, science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

**Staff Training:** The District will provide regular training and information to all school employees pertaining to the District's school emergency management systems and protocols, including violence prevention training and emergency response procedures.

**School Security and Safety Committee:** The District school shall have a school security and safety committee under the jurisdiction of the Board. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

Membership must consist of a local police officer, a local first responder, a teacher at the school, a school administrator, a mental health professional (school counselor, social worker, school psychologist, or school nurse), a parent/guardian of an enrolled student, and any other person the Board finds necessary.

Parents/guardians on the committee shall not have access to information about disturbing or threatening student behavior reported to the committee, as such access may compromise student confidentiality.

**Health & Safety Committee:** The District shall provide a workplace and an environment as free as possible from recognized hazards which could cause injury or death to our employees and/or students. The Health & Safety Committee is responsible for monitoring safety performance, safety inspections, and administering the safety program for the Amity Regional School District No. 5.

### Membership

1. The Safety Committee will be composed of representatives from each of the district's employee groups.
2. Whenever deemed necessary, interested employees will be invited to attend a specific meeting.
3. If a hazard is to be corrected through engineering methods, then the Town Engineer or Building Inspector or similarly skilled person should be invited to the meeting to give his/her professional advice.

### Responsibility

1. The Health & Safety Committee will be responsible for administering a health safety program. The committee will meet on a regular schedule with additional meetings when needed.
2. The committee will meet to:
  - a. review accident and injury reports and to assure there have been measures taken to correct the conditions that may have caused the accidents;
  - b. review any and all safety inspections and submit to departments for necessary corrections; and
  - c. review all maintenance work, orders pertaining to safety and set priorities on these orders.

**Policy Evaluation:** The Health & Safety Committee shall regularly monitor, evaluate, and submit an annual report to the Superintendent on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

### **Use of School Security Consultants**

When determined necessary, the District will utilize qualified school security consultants operating in Connecticut. Such consultants used will be listed on the registry maintained by the Department of Emergency Services and Public Protection and published on its website.

(cf. [3517](#) – Security of Buildings and Grounds)

(cf. [4131](#)/4231 – Staff Development)

(cf. 4148.1/4248.1 – School Security and Safety Committee)

(cf. [5142](#) – Student Safety)

(cf. [6114](#) – Emergencies and Disaster Preparedness)

(cf. [6114.7](#) – Safe Schools)

Legal Reference: Connecticut General Statutes

[10-203](#) Sanitation

[10-207](#) Duties of medical advisers

[10-220f](#) Safety Committee

[10-222k](#) District safe school climate coordinator. Safe school climate specialist. Safe school climate committee

[10-222m](#) School security and safety plans. School security and safety committees

[10-22n](#) School security and safety plan standards

[10-231](#) Fire Drills

[29-389](#) Stairways and fire escapes on certain buildings.

[52-557b](#) Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety

**Policy adopted:**



Business/Non-Instructional Operations

Security of Buildings and Grounds

**3517**

**Business/Non-Instructional Operations**

**Security of Buildings and Grounds**

Buildings constitute one of the greatest investments of the school district and the community. It is in the best interest of students and taxpayers to protect that investment adequately.

Security means more than having locks and being sure that they are locked at the proper times. Security also means:

1. Developing at each school, in compliance with the requirements of C.G.S. 10-22m, a school security and safety plan, in partnership with other community groups, including, but not limited to, law enforcement, fire safety officials, emergency medical services, as well as health and mental health professionals. Such plan shall be based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection (DESPP) pursuant to C.G.S. 10-222n.
2. Training and practice necessary and essential for implementation of the crisis response plan. Law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills pursuant to C.G.S. 10-231.
3. Controlling access to school grounds and facilities.
4. Conducting a security and vulnerability assessment for each District school every two years and developing a school security and safety plan for each District school based upon the security and safety plan standards developed by DESPP.
5. Submitting annual reports to DESPP regarding fire drills and crisis response drills.
6. Establishing a School Security and Safety Committee at each school, responsible for assisting in the development of the school's security and safety plan and its implementation. (membership as required by C.G.S. 10-22k)
7. Developing procedures for managing various types of emergencies.
- 4.8. Minimizing fire hazards;

Policy adopted: November 14, 2005

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
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**Business/Non-Instructional Operations**

**Security of Buildings and Grounds**

- 2.9. Reducing the probability of faulty equipment;
- 3.10. Guarding against the chance of electrical shock;
- 4.11. Keeping records and funds in a safe place; and
- 5.12. Protecting against vandalism and burglary.

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined above.

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

P.A. 13-3 An Act Concerning Gun Violence Protection and Children's Safety

10-220f Safety Committees

10-222k District safe school climate coordinator. Safe school climate specialist. Safe school climate committee.

10-222m School security and safety plans. School security and safety committees

10-222n School security and safety plan standards 10-231 Fire drills

Business/Non-Instructional Operations

Security of Buildings and Grounds

Policy adopted: ~~November 14, 2005~~ ~~AMITY REGIONAL SCHOOL DISTRICT NO. 5~~

~~Woodbridge, Connecticut~~

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut



## Business/Non-Instructional Operations

### Hazardous Material in Schools

#### Green Cleaning Program

Cleaning chemicals can negatively impact indoor air quality and cause harm to the occupants of a school building. Therefore, the purpose of this policy is to encourage and promote the principles of green cleaning throughout the Amity Regional School District No. 5 (ARSD), in compliance with applicable statutes. The ARSD Board of Education encourages and supports efforts to implement green cleaning in all District schools.

It is the policy of the ARSD to retain the beneficial functions of cleaning products while preventing negative impacts to human health and the environment from these products.

The ARSD Board of Education will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy, which requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment.

#### Definitions

**“Green Cleaning Program”** means the procurement and proper use of environmentally preferable cleaning products in school buildings and facilities.

**“Environmentally Preferable Cleaning Products”** means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products must be approved by a Department of Administrative Services (DAS)-approved national or international certification program. This term includes, but is not limited to, general purpose cleaners, bathroom cleaners, glass and carpet cleaners, hand cleaners and soaps, and floor finishes and strippers. Excluded are any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act. Also excluded are products for which no guidelines or environmental standard has been established by any national or international certification program approved by the Department of Administrative Services or which is outside the scope of or is otherwise excluded under guidelines or environmental standards established by such a national or international certification program.

## Business/Non-Instructional Operations

### Hazardous Material in Schools

#### Notice Requirements

Annually the ARSD will give to members of the school staff and to parents/guardians who request it, a written copy of this policy. In addition, this written statement shall also include:

- a. the names and types of environmentally preferable cleaning products used in the schools and where in the buildings they are applied;
- b. the schedule for applying the products; and
- c. the name of the school administrator or designee whom the parent/guardian or student may contact for more information.

The notice shall also contain the following statement: ***“No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.”***

In addition, parents/guardians of any child who transfers during the school year, or a new staff member hired during the school year shall be notified of this green cleaning policy.

The ARSD Board of Education will also make available on its website a copy of this green cleaning policy.

The Board will report to the Commissioner of Education on its green cleaning program, in a manner and frequency prescribed by the Commissioner.

~~(cf. 3524—Hazardous Materials in Schools)~~  
~~(cf. 3524.1—Pesticide Application)~~  
~~(cf. 7230.2—Indoor Air Quality)~~

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education (as amended by P.A. 09-81 and P.A. 11-136)

10-231a through 10-231d. Pesticide applications at schools

10-231g Green Cleaning Program at schools: Definitions, Implementation, Notice.

**Business/Non-Instructional Operations**

**Hazardous Material in Schools**

22a-46. Short title: Connecticut Pesticide Control Act.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code  
136 et seq.

**Business/Non-Instructional Operations**

**Employee Bonds**

**3533**

**Business/Non-Instructional Operations**

**Employee Bonds**

In accordance with State law, the Treasurer and Deputy Treasurer of the Board of Education shall give bond in the amount determined by the members of the Board. The cost of the bond shall be borne by the school system.

Legal Reference: Connecticut General Statutes

10-46 Regional board of education (subsection d)

**Business/Non-Instructional Operations**

**Employee Bonds**

Policy adopted: ~~November 14, 2005~~ ~~AMITY REGIONAL SCHOOL DISTRICT NO. 5~~  
~~Woodbridge, Connecticut~~

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

*Existing policy, number 3541 adopted 2/11/15, modified*

## **Business/Non-Instructional Operations**

### **Transportation**

P3541(a)

*Existing policy, number 3541 adopted 2/11/15, modified*

## **~~Business/Non-Instructional Operations~~**

### **~~Transportation~~**

## **General**

The Board of Education shall provide for the public schools an appropriate transportation system, within guidelines set forth in this policy, which will enable all qualified children of school age to be transported to schools as required. School bus transportation is for the benefit of students only. The Superintendent of Schools shall be responsible for the school transportation system and shall develop and administer it to:

- ~~1.~~ ~~1.~~ Provide maximum safety of students.
- ~~2.~~ ~~2.~~ Supplement and reinforce desirable student behavior patterns.
- ~~3.~~ ~~3.~~ Assist handicapped students appropriately.
- ~~4.~~ ~~4.~~ Enrich the instructional program through carefully planned field trips recommended by staff.

The transportation system shall be planned and operated in compliance with the General Statutes of the State of Connecticut and all regulations of the State Department of Education and the State Department of Motor vehicles regarding the operation of school buses and motor vehicles.

Transportation by private carrier or through district owned buses shall be provided at the discretion of the Board of Education. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

## **Federal Compliance**

Policy Approved: AMITY REGIONAL SCHOOL DISTRICT NO. 5  
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Policy Adopted: AMITY REGIONAL SCHOOL DISTRICT  
NO. 5  
Woodbridge,  
CT

*Existing policy, number 3541 adopted 2/11/15, modified*

## **Business/Non-Instructional Operations**

### **Transportation**

Transportation will be provided for homeless students to and from the school of -origin as required by the ~~No Child Left Behind~~ Every Student Succeeds Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board.

Transportation will be provided for an eligible student who attends a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, or the student is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends, or the student attends a school identified as persistently dangerous.

~~Transportation may be provided to eligible students who transfer from a district school to an out of district school under a cooperative agreement because their home school has been identified as in need of improvement under the No Child Left Behind Act.~~

Policy Approved: \_\_\_\_\_ AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, CT

Policy Adopted: \_\_\_\_\_ AMITY REGIONAL SCHOOL DISTRICT  
NO. 5  
\_\_\_\_\_  
CT

*Existing policy, number 3541 adopted 2/11/15, modified*

## **Business/Non-Instructional Operations**

### **Transportation**

#### **Duties of the Superintendent**

It shall be the responsibility of the Superintendent of -Schools or designee to manage and supervise the school transportation service and, in connection therewith, to do the following:

1. ~~1.~~ Determine eligibility for school transportation in accordance with these guidelines and
  - a. Section 10-186 of the General Statutes and in compliance with applicable portions of the
  - b. ~~No Child Left Behind~~ Every Student Succeeds Act pertaining to homeless students and school choice.
2. ~~2.~~ Establish school transportation routes and designate locations for pick-up points (bus stops). The Superintendent shall direct the establishment of bus routes to provide the safest, shortest routes as economically as possible. Routes shall equalize, as nearly as possible, the length of routes and bus loads as close to bus capacity as possible and shall provide student transportation to and from schools within prescribed time limits. Generally, bus routes shall begin no earlier than 60 minutes before school opens, and students shall not be in transit from school more than 60 minutes.
3. ~~3.~~ Develop, circulate and enforce codes of behavior for those children who are transported to and from school via school transportation.
4. ~~4.~~ Develop procedures for responding to requests pertaining to matters of school transportation or other school accommodations.
5. ~~5.~~ Give due consideration to requests for extension of school transportation service.
6. ~~6.~~ Perform all other duties and responsibilities related to the furnishing of school accommodations by school transportation or otherwise in a

Policy Approved: AMITY REGIONAL SCHOOL DISTRICT NO. 5  
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*Existing policy, number 354I adopted 2/11/15, modified*

**Business/Non-Instructional Operations**

**Transportation**

manner consistent with Section 10-186 of the Connecticut General Statutes or these guidelines.

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Policy Adopted: AMITY REGIONAL SCHOOL DISTRICT

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*Existing policy, number 3541 adopted 2/11/15, modified*

## Business/Non-Instructional Operations

### Transportation

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. Relationship of insurance to special education costs.

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. 10-187 Appeal from finding of hearing board.

10-220 Duties of boards of education.

10-221 Development of policy for reporting complaints regarding school transportation safety. Reporting of accidents at school bus stops.

10-220c Transportation of children over private roads. Immunity from liability.

10-273a et seq. Reimbursement for transportation to and from elementary and secondary schools.

10-280a Transportation for students in non-profit private schools outside school district.

10-281 Transportation for students in non-profit private schools within school district.

~~Chapter 14~~-248 Vehicle Highway Use

~~20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116~~

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**Business/Non-Instructional Operations**

**Transportation**

McKinney-Vento Homeless Education Assistance Act of 2001, Pl .  
107-110, 42 U.S.C., Sections 11431-11435

S.1177 Every Student Succeeds Act

Policy Approved: AMITY REGIONAL SCHOOL DISTRICT NO. 5  
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Policy Adopted: AMITY REGIONAL SCHOOL DISTRICT  
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## **Students**

### **Roles and Responsibilities of Armed School Security Officers**

Through the adoption of the School Security Officer ("SSO") policy, the Amity Regional School District No. 5 (ARSD) Board of Education (the "Board") authorizes the placement of Armed School Security Officers (ASSO) in each of the school buildings of the ARSD to provide for the safety and security of students and school personnel during times that the Superintendent deems necessary.

The Armed School Security Officer ("ASSO") is an employee of the Board. The specific qualifications, duties, and responsibilities for the position of ASSO and the Lead School Security Officer (LSSO) shall be those set forth in the ASSO and the LSSO job descriptions, as may be amended from time to time at the discretion of the Board, consistent with State and federal law.

The function of the ASSO and the LSSO is to assist the administration and other school staff in promoting a safe, non-threatening school environment, including assisting in the prevention of school violence. The ASSO and the LSSO are visible and active figures at the school to which they are assigned. The ASSO and the LSSO shall be charged with taking steps to safeguard and protect the school community and school property. The ASSO and the LSSO shall engage in the detection or prevention of any unauthorized activity on or near school grounds, including, but not limited to, the unlawful intrusion or entry on school property, vandalism, abuse, arson, or trespass. An ASSO/LSSO may use reasonable physical force in accordance with his/her training only to prevent serious physical injury to self or others or district property. The use of reasonable force shall be in accordance with State law, Board policy and regulations and any applicable memorandum of understanding or agreement with the Towns of Bethany, Orange, and Woodbridge.

The ASSO reports to the Lead School Security Officer and to the building principal and ultimately to the Superintendent of Schools. At the discretion of the Board, the ASSOs and the LSSO are authorized to carry firearms in the performance of their duties as armed security officers (ASSO) in accordance with State statute. The Board shall not employ as an ASSO any individual who fails to meet the requirements for the position as set forth in State statute. An ASSO hired and authorized by the Board to carry a firearm in the exercise of his/her duties is required to receive police/firearms training as required by law, Board policy and regulations, job description, and any memorandum of understanding or agreement with the Towns of Bethany, Orange and Woodbridge.

The use of a firearm by an ASSO/LSSO is permitted on school grounds and at school functions or activities in accordance with State and federal law and this Board Policy and regulation. The use of a firearm by an ASSO/LSSO shall be limited to circumstances when there are no other less lethal alternatives available and the use is deemed necessary by the ASSO/LSSO to protect self or others from what the ASSO/LSSO reasonably believes to be the imminent use of deadly physical force. Any use of a firearm on school grounds or at a school function or activity by an ASSO/LSSO must be in accordance with State and federal law, be pursuant to the

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, CT

## Students

### Roles and Responsibilities of Armed School Security Officers

ASSO's/LSSO's police training, and also be consistent with Board policy and administrative regulations and any applicable memorandum of understanding or agreement with the Towns of Bethany, Orange, and Woodbridge.

The Board's policy and any applicable administrative regulations shall be subject to all applicable federal and/or Connecticut laws, as may be amended from time to time. In the event that any portion of this policy or the applicable administrative regulations is determined to be contrary to the provisions of any such federal and/or Connecticut law at any time, the Board shall promptly review and revise the policy and administrative regulations as may be necessary to comply with such federal and/or Connecticut laws.

The Superintendent will adopt and maintain administrative regulations to implement this policy.

Legal Reference:      Connecticut General Statutes  
4-176e through 4-180a. Contested Cases. Notice. Record.  
10-220 Duties of boards of education.  
10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.  
53a-3 Definitions.  
53a-217b Possession of Firearms and Deadly Weapons on School Grounds.  
PA 15-168 An Act Concerning Collaboration Between Boards of Education and School Resource Officers and the Collection and Reporting of Data on School-Based Arrests  
PA 94-221 An Act Concerning School Discipline and Safety.  
GOALS 2000: Educate America Act, Pub. L. 103-227.  
18 U.S.C. 921 Definitions.  
Title III - Amendments to the Individuals with Disabilities Education Act.  
Sec. 314 (Local Control Over Violence)  
Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.  
P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.  
*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
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## **Instruction**

### **Emergencies and Disaster Preparedness**

#### **Pandemic/Epidemic Emergencies**

The Amity Regional School District No. 5 (ARDS) Board of Education (Board) is authorized by statute to govern the District, including the adoption, revision, and suspension of Board policies.

The Board, through this policy, acknowledges school closures in response to a pandemic/epidemic and designates the Superintendent of Schools or his/her designee to act as a liaison for the District to ensure the health and safety of students, staff, and the community.

The Connecticut State Department of Education (CSDE) has authority to waive instructional hours and school days, to interpret graduation requirements, and to oversee the allocation of resources for nutrition, transportation, and other crucial aspects of public education and is providing written guidance to school districts on issues related to COVID -19, including but not limited to student attendance, distance/online learning, high school credit, meal distribution, and other issues.

#### **Temporary Powers Granted to Superintendent of Schools**

The Board grants to the Superintendent the following temporary powers to address the COVID-19 pandemic emergency:

1. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with guidance from appropriate health or governmental authorities or necessary for other effective response.
2. Authority to take any lawful actions necessary to ensure the continuation of public education, to provide for the health and safety of students and employees, or to respond to direction from appropriate health and government authorities. Such action may include, but are not limited to, adjustments to the curriculum and the provision of alternate educational program options; modifications to the school calendar; adjustments to the delivery of school-provided meals; limitations on access to District property; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by the COVID-19 pandemic emergency.
3. Authority to enter into contracts without Board approval for any dollar amount within the appropriated budget for the purchase of materials, equipment, supplies, or services for sanitation, cleaning, technology, or other needs directly related to the COVID-19 emergency situation, provided such action is consistent with all applicable State and Federal laws.
4. Authority to close any school facility without further action by this Board. Such closure shall continue during the emergency created by the COVID-19 pandemic until such time as the Superintendent, in consultation with appropriate health and government authorities, deems it in the best interests of the District and its students to open schools.
5. Authority based upon the needs of the District and the guidance from health and government agencies disseminated by CSDE to direct staff assignments during District closures, including

## **Instruction**

### **Emergencies and Disaster Preparedness**

#### **Pandemic/Epidemic Emergencies**

but not limited to essential employees who must report to work, employees who may be reassigned, and employees whose services are not needed.

6. Authority to limit access to public school grounds and District buildings during school closures.
7. Authority to waive the requirements requiring advertising for bids and competitive bid procedures for purchases which may be necessary due to the emergency. The Superintendent will document the reasons for which prompt remedial action is necessary to prevent physical injury to persons or to property of the District.

#### **Suspension of Policies**

The Board hereby suspends provisions of its policies and/or whole policies, as identified by the Superintendent or designee, if such suspension is necessary to implement the written guidance from CSDE relating to containing COVID-19 for the duration identified in the Governor's order of school closure.

#### **Consultation with Board of Education**

The Superintendent shall consult with and report to the Board as feasible, appropriate, and timely regarding the emergency closure and efforts to implement written guidance from health and government agencies as disseminated by CSDE and other state agencies pertaining to this pandemic situation.

#### **Board of Education Meetings**

In the interest of public health the Board encourages the public to attend its open public meetings via live streaming on television and/or the internet and to limit public comment to written comments. The Board reserves the right to adjust Board meeting dates, times, and locations during the District-wide emergency closure in a manner consistent with the Freedom of Information Act. Further, any or all Board members may attend Board meetings electronically.

This policy would be in effect for the 2020-21 school year and would expire and be removed from the Board's Policy Manual on June 30, 2021.

(cf. 2210 – Administrative Leeway in Absence of Board Policy  
(cf. 3542 – Food Service)

Policy adopted:

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**Instruction**

**Emergencies and Disaster Preparedness**

**Pandemic/Epidemic Emergencies**

(cf. 3542.31 – Free or Reduced Price Lunches)  
(cf. 5118.1 – Homeless Students)  
(cf. 5141.22 – Communicable/Infectious Diseases)  
(cf. 5141.6 – Crisis Management Plan)  
(cf. 6111 – School Calendar)  
(cf. 6114 – Emergencies and Disaster Preparedness)  
(cf. 6146 – Graduation Requirements)  
(cf. 9132.6 – Standing Committee: Finance)  
(cf. 9321 – Time, Place, Notification of Meetings)  
(cf. 9325 – Meeting Conduct)

Legal Reference: Connecticut General Statutes  
10-154a Professional communications between teacher or nurse and student.  
10-207 Duties of medical advisors.  
10-209 Records not to be public.  
10-210 Notice of disease to be given parent or guardian.  
10-221 Boards of education to prescribe rules.  
19a-221 Quarantine of certain persons.  
The Family Educational Rights and Privacy Act of 1974, (FERPA), 20  
U.S.C. 1232g, 45 C.F.R. 99.