

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

*Dr. Jennifer P. Byars
Superintendent of Schools*

AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING AGENDA

Monday, October 21, 2019, 6:30 pm

190 Luke Hill Road, Bethany, CT

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES**
 - a. Regular Board of Education Meeting – September 9, 2019 *Enclosure Page 3*
 - b. Special Board of Education Meeting – September 26, 2019 *Enclosure Page 8*
- 4. RECOGNITION OF AMITY REGIONAL HIGH SCHOOL NATIONAL MERIT SCHOLAR SEMI-FINALISTS**
Enclosure Page 33
- 5. STUDENT REPORT**
 - a. Student Presentation from Robotics Club
 - b. Introduction of Junior Board of Education Student Representative
 - c. Monthly Report
- 6. PUBLIC COMMENT**
- 7. DISCUSSION AND POSSIBLE ACTION ON 2020 BOARD OF EDUCATION REGULAR MEETING SCHEDULE**
Enclosure Page 34
- 8. CORRESPONDENCE**
- 9. SUPERINTENDENT'S REPORT**
 - a. Personnel Report *Enclosure Page 35*
 - b. Superintendent Report *Enclosure Page 36*
- 10. CHAIRMAN'S REPORT**
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Curriculum
 4. District Health and Safety
 5. District Technology
 - a. Monthly Report *Enclosure Page 39*
 6. Facilities
 - a. Annual Report *Enclosure Page 40*
 7. Policy
 - a. First Read
 1. 5141 *Enclosure Page 44*
 2. 5141.21 *Enclosure Page 57*
 3. 5131.81 *Enclosure Page 86*
 4. 6141.321 *Enclosure Page 91*
 5. 5117 *Enclosure Page 100*

8. Personnel
9. Finance
 - a. October 1 Enrollment Report *Enclosure Page 102*
 - b. Discussion and Possible Action on Award of Contract
 1. HVAC *Enclosure Page 104*
 - c. To consider and act upon a resolution with respect to recommendations for an appropriation and borrowing authorization for costs related to various improvements at Amity Regional High School, Amity Middle School, Bethany Campus and Amity Middle School, Orange Campus *Enclosure Page 105*
 - d. To consider and act upon a resolution with respect to recommendations for an appropriation and borrowing authorization for costs related to various athletic facility improvements at Amity Regional High School *Enclosure Page 105*
 - e. Discussion of Monthly Financial Statements *Enclosure Page 109*
 - f. Director of Finance and Administration Approved Transfers Under \$3,000 *Enclosure Page 136*
 - g. Discussion and Possible Action on Budget Transfers of \$3,000 or More *Enclosure Page 137*
 - h. Other
 1. Update on Financial Audit *Enclosure Page 139*
 2. Bus Contracts (Executive Session anticipated)
10. Ad Hoc School Safety
 - a. Update on Security (Executive Session anticipated)

11. NEW BUSINESS

12. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by November 9, 2019

13. 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

<p>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.</p>

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 9, 2019 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

BOARD MEMBERS PRESENT

John Belfonti, Robyn Berke, Chairperson Christopher Browe, Patricia Cardozo, Shannan Carlson, Steven DeMaio, Carla Eichler, Amy Esposito, George Howard, Andrea Hubbard, Sheila McCreven, Patrick Reed, Dr. Jennifer Turner

BOARD MEMBERS ABSENT

None

STUDENT REPRESENTATIVES PRESENT

Olivia Gross, Ella Marin

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Thomas Brant, Kathy Burke, Stephan Ciceron, Dr. Richard Dellinger, Shaun DeRosa, Peter Downhour, Ernest Goodwin, Kathleen Kovalik, Anna Mahon, Sean Mahon, Dr. Marie McPadden, James Saisa

1. CALL TO ORDER

Chairperson Browe called the meeting to order at 6:36 p.m.

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. ELECTION OF DEPUTY TREASURER

Dr. Byars recited from Bylaw 9120 with regard to voting procedures and Bylaw 9127 regarding the role and responsibility of Deputy Treasurer. Dr. Byars asked for nominations for Deputy Treasurer.

MOTION by Steven DeMaio, SECOND BY Sheila McCreven, to nominate George Howard as Deputy Treasurer

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

4. APPROVAL OF MINUTES

a. Regular Board of Education Meeting – August 12, 2019

MOTION by Sheila McCreven, SECOND by Amy Esposito, to approve minutes as submitted

VOTES IN FAVOR, 11 (DeMaio, Eichler, Howard, Esposito, Hubbard, Turner, Cardozo, McCreven, Reed, Carlson, Burke)

ABSTAINED, 1 (Belfonti)

MOTION CARRIED

5. STUDENT REPORT

6. PUBLIC COMMENT

None

7. CORRESPONDENCE

8. SUPERINTENDENT'S REPORT

a. Personnel Report

b. Superintendent Report

9. CHAIRMAN'S REPORT

a. Committee Reports

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 9, 2019 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

1. **Finance**

a. **Presentation on All-Weather Field and Athletic Facilities Projects**

Presented by Ernest Goodwin, Sean Mahon, and Andrew Dyjak, Field Turf Representative

b. **Discussion and Possible Action on Capital Improvement Projects to Send to a Bond Referendum**

List of Facilities Projects for Question 1 on the referendum:

The Facilities Committee met on July 16, 2019 and voted to recommend the following facilities projects for a bond referendum:

\$1,830,680	Replace 8 air handlers installed in 1993 that feed several classroom areas, Counseling department, cafeteria, and main gym of Amity Regional High School, adding air conditioning to the small gym, and a variable air volume (VAV) control and zoning modifications in the Counseling area. All items were identified in the vanZelm Condition Assessment report dated January 11, 2016.
\$ 245,000	Design and install acoustical improvements in the gymnasiums and cafeteria to improve sound quality and dampen noise level at each middle school
\$ 140,000	Refurbish chillers at Amity Regional High School
<u>\$ 600,000</u>	<u>Parking lot replacement at Amity Regional High School</u>
\$2,815,680	Estimated costs
\$ 281,568	Contingency
<u>\$ 97,052</u>	<u>Cost of Issuance</u>
\$3,194,300	Total Cost for Question 1

MOTION by John Belfonti, SECOND by Amy Esposito, to direct the Administration to set the required meeting dates, draft the resolution, and complete the legal documents and notifications to conduct a referendum to bond for funding the above list of facilities projects totaling \$3,194,300

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 9, 2019 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

List of Athletic Facilities Projects for Question 2 on the referendum:

\$ 317,990	Install ADA walkway, bleachers and scoreboard on field #3 at Amity Regional High School
	Replace track, lights, and scoreboard and install all weather field at Stadium field
<u>\$2,810,859</u>	<u>at Amity Regional High School</u>
\$3,128,849	Estimated costs
\$ 312,099	Contingency
<u>\$ 97,052</u>	<u>Cost of Issuance</u>
\$3,538,000	Total Cost for Question 2
\$3,194,300	Facilities Projects
<u>\$3,538,000</u>	<u>Athletic Complex Projects</u>
\$6,732,300	Estimated Principal to borrow

MOTION by Steven DeMaio, SECOND by Carla Eichler, to direct the Administration to set the required meeting dates, draft the resolution, and complete the legal documents and notifications to conduct a referendum to bond for funding the above list of facilities projects totaling \$3,538,000

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

c. **Discussion of Monthly Financial Statements**

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

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

1. Auto Shop Lift Replacement

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2600-5420	Repair & Maintenance	\$6,241	
05-14-2600-5715	Contingency - Facilities		\$6,241

MOTION BY PATRICIA CARDOZO, SECOND BY JENNIFER TURNER, to approve the budget transfer of \$6,241 as listed above for Auto Shop Lift Replacement

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 9, 2019 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

2. **ACES**

3. **Ad Hoc School Safety**

4. **CABE**

5. **Curriculum**

a. **State Testing Results 2018-19**

Presented by Dr. Marie McPadden

6. **District Health and Safety**

7. **District Technology**

8. **Facilities**

9. **Policy**

10. **Personnel**

10. NEW BUSINESS

11. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by October 8, 2019

12. ADJOURNMENT

MOTION BY SHEILA MCCREVEN, SECOND BY AMY ESPOSITO, to adjourn the meeting

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

Meeting adjourned at 6:41 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero

Recording Secretary

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 26, 2019 SPECIAL MEETING MINUTES
6:00 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

AMITY BOARD MEMBERS PRESENT

Christopher Browe, Carla Eichler, Amy Esposito, George Howard, Andrea Hubbard, Sheila McCreven, Patrick Reed, Dr. Jennifer Turner

AMITY BOARD MEMBERS ABSENT

John Belfonti, Robyn Berke, Patricia Cardozo, Shannan Carlson, Steven DeMaio

AMITY STAFF MEMBERS PRESENT

Angelo Amato, Dr. Jennifer Byars, Theresa Lumas, Elaina Serapiglia

AMITY BOARD STUDENT REPRESENTATIVES PRESENT

None

BETHANY BOARD MEMBERS PRESENT

EJ Maher, Christopher Pittenger, Shawn Uscilla

BETHANY STAFF MEMBERS PRESENT

Paula Cofrancesco, Colleen Murray

ORANGE BOARD MEMBERS PRESENT

Betty Hadlock, Mary Welander

ORANGE STAFF MEMBERS PRESENT

Vince Scarpetti

WOODBIDGE BOARD MEMBERS PRESENT

Dan Cowan, Steven Fleischman, Lynn Piascyk, Joyce Shavers, Sandy Stein

WOODBIDGE STAFF MEMBERS PRESENT

Bob Gilbert, Tom Handler, Beth Heller, Cheryl Mammen, Analisa Sherman, Caterina Zdrowski

1. CALL TO ORDER

Sheila McCreven called the meeting to order at 6:12 p.m.

2. PLEDGE OF ALLEGIANCE

Recited by those present at the end of the meeting

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 26, 2019 SPECIAL MEETING MINUTES
6:00 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

3. REGIONALIZATION PRESENTATION – Matthew Venhorst, CSDE

Matthew Venhorst and Jessa Mirtle gave a presentation on regionalization, followed by a question and answer session

4. ADJOURNMENT

Motion by Sheila McCreven, Second by Carla Eichler, to adjourn the meeting

VOTES IN FAVOR 8 (unanimous)

MOTION CARRIED

Meeting adjourned at 7:14 p.m.

Respectfully submitted,



Jennifer Byars, Superintendent of Schools

Selected Materials on School District Regionalization and Collaboration



Dr. F. E. Engleman, Commissioner of Education

February 3, 1953

Regional High School Planning Committee

The towns of Bethany, Orange and Woodbridge have taken steps to establish a regional school district for the purpose of maintaining a six-year high school. The following is a brief statement of the procedures of the towns in taking this action:

1. A Temporary Regional School Planning Committee was appointed under the provisions of Section 298b of the 1951 Supplement to the General Statutes by action of the three towns: Bethany in October, 1951; Woodbridge in May, 1952; and Orange in June, 1952.
2. The Temporary Regional School District Committee submitted the following report dated October 30, 1952 to each of the towns:

Report on Recommendations of the Temporary Regional
School Planning Committee for the Towns of Bethany, Orange
and Woodbridge

A Temporary Regional School Planning Committee formed in accordance with Section 298b of the 1951 Supplement to the General Statutes, consisting of Mrs. Henry Bunting, Mr. Nathan Fedoloff, Mr. Henry P. Treffers and Mr. Theodore Wolfe from the town of Bethany; Mr. John Martin, Mr. Thomas J. O'Sullivan, Mr. Daniel Schmitt, Jr. and Mrs. Stanley Wright from the town of Orange and Mr. Charles Costello, Mr. Robert Diekglesser, Mr. Charles C. Hitchcock and Mr. Francis Martine from the town of Woodbridge, having met since August 1951, has concluded as follows:

1. That it is advisable to set up a Regional School District for the towns of Bethany, Orange and Woodbridge to build and administer a high school for grades 7 through 12.
2. That the school should be built in the town of Woodbridge.
3. That upon the basis of projected enrollments the regional junior-senior high school should accommodate approximately 1000 students to take care of the needs of the three towns until 1961 and that the cost of providing the land, developing the site and constructing and equipping the buildings has been estimated to be \$1,685,000.
4. That the committee recognizes inequalities and limitations in the present Act Concerning Regional Schools which should receive further study.

The members then voted to present the following resolution to their respective towns:

Resolved: That the towns of Bethany, Orange and Woodbridge join in the establishment of a regional school district with the school located in the town of Woodbridge for the purpose of providing the necessary facilities and administering grades 7 through 12 of the public schools.

The Temporary School Planning Committee voted that this report, together with the minutes be filed with the report on recommendations to the towns.

- 3/ This recommendation provides for the creation of a regional school district composed of the towns of Bethany, Orange and Woodbridge, three small towns suburban to New Haven to maintain a six-year high school. These towns are facing the necessity of providing their own secondary school opportunities instead of paying tuition to neighboring cities. In addition, the establishment of a six-year school will help meet the elementary school housing problem by providing for grades six and seven in the new school. Enrollments show a few over 500 pupils in grades seven to twelve as of September, 1952. Projected enrollments indicate 600 pupils by September, 1954, when the school may be expected to be ready. By 1961-62, on the basis of recent experience, the enrollment will reach 1,100 or more than double the present enrollment.
4. In accordance with the provisions of Section 303b of the 1951 Supplement to the General Statutes; each of the towns held a special election to act upon the recommendation of the Temporary Regional School District Committee that it join with the other two towns "in the establishment of a regional school district with the school located in the town of Woodbridge for the purpose of providing the necessary facilities and administering grades seven to twelve of the public schools." As shown by the certificates of the respective town clerks the vote of the towns was as follows:

Town	Date of Election	Number voting		Total
		Yes	No	
Bethany	Jan. 17, 1933	291	52	343
Orange	Dec. 20, 1952	470	37	507
Woodbridge	Nov. 4, 1952	983	71	1,054

5. In view of the fact that the towns involved have made a careful study of their problem through the work of the Temporary Regional School Planning Committee, that this committee has had the assistance and advice of the assigned Rural Superintendents and that the staff of the Department has acted in a consultative capacity, the Regional Planning Committee after reviewing the report of the Temporary Regional School Planning Committee recommends the following action:

VOTED: That the State Board of Education, acting in accordance with the provisions of Section 303b of the 1951 Supplement to the General Statutes, approves the establishment of a regional school district composed of the towns of Bethany, Orange and Woodbridge, for the purpose of maintaining a high school for grades seven through twelve and that such district be known as Regional High School District Number 5, in accordance with Section 312b of the 1951 Supplement to the General Statutes.

Regional High School Planning Committee

Paul D. Collier, Chairman
Joseph A. Baer
G. Wesley Ketchum
Roger M. Thompson

§ 10-39. Temporary regional school study committee

(a) Two or more towns may establish a regional school district in accordance with the provisions of this part.

(b) Two or more local or regional school districts may, by vote of their legislative bodies, join in the establishment of a temporary regional school study committee, hereafter referred to as the committee, to study the advisability of establishing a regional school district, and report to the respective towns in accordance with section 10-43. In performing its duties, such committee may employ an architect to assist in estimating the cost of providing school facilities, an appraiser to establish the value of assets of each participating school district and such other professional consultants or personnel as may be needed, provided the committee shall not incur obligations which exceed the moneys received pursuant to section 10-42. The committee shall continue until dissolved pursuant to section 10-43 but no longer than two years from the date of its organization unless the legislative bodies of the participating towns vote to extend the life of the committee for a period not to exceed two years.

(c) Two or more boards of education may conduct a preliminary study of the advisability of establishing a regional school district, and if their findings are affirmative, such boards of education, except as provided below, shall submit a written report to the chief executive officer in each town served by such boards. Within thirty days of the receipt of the report, such officer shall call a meeting of the legislative body of the town which shall consider the report and vote on the question of establishing a temporary regional school study committee pursuant to subsection (b) of this section. In the case of a regional board of education, such board shall call a meeting of the regional school district for such purposes.

(d) A regional school district may participate as a region in any study undertaken pursuant to subsection (b) or (c) of this section. In the case of a preliminary study, the regional board of education shall submit the written report to a regional school district meeting called to consider the report and vote on the question of joining in the establishment of a temporary regional school study committee pursuant to subsection (b) of this section. A regional school district may vote to appoint five members to a temporary regional school study committee at a regional school district meeting. Two of such members shall be members of the regional board of education. The towns which are members of such regional school district shall be "participating" towns for the purposes of notice, reports and referenda under sections 10-41 to 10-43, inclusive, and section 10-45. If a new regional school district is established by the referenda, the board of education of the regional school district which participated in the study shall be deemed a town board of education for purposes of section 10-46a.

§ 10-40. Appointment of committee members

The legislative body of each town joining in the establishment of such a committee shall appoint to such committee five members at least two of whom shall be members of the board of education of such town. The town clerk of each town shall immediately give notice of the appointments made to the Commissioner of Education. Within thirty days of receipt of the last of such notices, the commissioner shall appoint a consultant to such committee. The consultant shall call the first meeting of the study committee within ten days after such appointment.

§ 10-43. Reports to towns. Dissolution of committee

(a) The committee shall, at least semiannually, make progress reports to the participating towns and the State Board of Education in such manner as the committee deems suitable. Upon completion of its study, the committee shall present a written report of its findings and recommendations to the State Board of Education and the town clerk of each participating town. If the committee finds that establishment of the proposed regional school district is inadvisable, its report shall include such findings and an explanation of the reasons for its conclusions. If the findings of the committee support the feasibility and desirability of establishing a regional school district, its report shall contain (1) the findings of the committee with respect to the advisability of establishing a regional school district, (2) the towns to be included, (3) the grade levels for which educational programs are to be provided, (4) detailed educational and budget plans for at least a five-year period including projections of enrollments, staff needs and deployment and a description of all programs and supportive services planned for the proposed regional school district, (5) the facilities recommended, (6) estimates of the cost of land and facilities, (7) a recommendation concerning the capital contribution of each participating town based on appraisals or a negotiated valuation of existing land and facilities owned and used by each town for public elementary and secondary education which the committee recommends be acquired for use by the proposed regional school district, together with a plan for the transfer of such land and facilities, (8) a recommendation concerning the size of the board of education to serve the proposed regional school district and the representation of each town thereon, and (9) such other matters as the committee deems pertinent. The capital contribution of each participating town shall be in the same proportion to the total purchase price or negotiated value of the property transferred as the number of pupils in average daily membership of such town as defined in section 10-261 for the school year preceding that in which the plan is approved by the State Board of Education bears to the total number of such pupils in the participating towns.

(b) If the committee finds: (1) Establishment of the proposed regional school district is inadvisable, the State Board of Education shall, within thirty days of receipt of such report, send to the committee and the town clerk of each participating town a statement of its agreement or

disagreement with the committee report and the reasons therefor. The town clerk shall make available copies of the report and the statement and publish notice thereof in a newspaper having general circulation in the town. Within thirty days after receipt of the statement of the State Board of Education, the committee shall present the report and statement to the legislative body of each participating town at a public meeting called for the purpose of acting thereon. The committee is dissolved upon presentation of its report to all participating towns; (2) establishment of a regional school district is advisable, the State Board of Education shall, within thirty days of the receipt of such report, determine whether the report contains the information described in subsection (a) of this section and shall, accordingly, accept or reject the recommendations of the committee. (A) If the recommendations are rejected, the State Board of Education shall advise the committee in writing of the reason for rejection. The committee may revise its recommendations and resubmit its report within thirty days of receipt of notice of the rejection and shall, in such case, file a copy of the amended report with the town clerk of each participating town. If the committee does not submit an amended plan or if the committee submits an amended plan which is rejected by the State Board of Education, the proposed regional school district shall not be established and the procedure in subdivision (1) of this subsection shall apply. (B) If the committee report is accepted, the State Board of Education shall certify to the town clerk in each of the participating towns that the committee recommendations have been approved and send a copy of such certification to the committee. The town clerk shall make available copies of the certified report and publish notice of the certification and availability of copies in a newspaper having general circulation in the town. Within thirty days after receipt of its copy of the certification, the committee shall hold a public meeting in each participating town to present the certified report. All participating towns shall hold a referendum on the same day in accordance with section 10-45. Upon completion of such referenda as may be held thereunder, the committee is dissolved.

§ 10-45. Referendum on establishment of regional districts or addition or withdrawal of grades

(a) Upon receipt of a copy of the certificate of approval, the committee shall set the day on which referenda shall be held simultaneously in each of the participating towns to determine whether a regional school district shall be established as recommended. Such referenda shall be held between forty-five and ninety days from the date of such approval. In the case of a recommendation from a study committee or a regional board of education to add or withdraw grades from the regional school district pursuant to the provisions of subsection (a) of section 10-47b, such referenda shall be held between forty-five and ninety days from the date of such recommendation. The committee or regional board of education shall immediately notify the

town clerk in each participating town of its decision. Upon receipt of such notice, the town clerk shall file the notice required by section 9-369a. The warning of such referenda shall be published, the vote taken and the results thereof canvassed and declared in the same manner as is provided for the election of officers of a town. The town clerk of each participating town shall certify the results of the referendum to the State Board of Education.

(b) The vote on the question shall be taken by a "yes" and "no" vote on the voting tabulator and the designation of the question on the voting tabulator ballot shall be "Shall a regional school district be established in accordance with the plan approved by the State Board of Education on (date)?" and the ballot used shall conform with the provisions of section 9-250. If the majority of the votes in each of the participating towns is affirmative, a regional school district composed of such towns is established and shall be numbered in accordance with the order of the incorporation of the districts.

(c) If the majority vote of one or more of such towns is negative, the committee or, in the case of a study committee's or a regional board of education's recommendation to add or withdraw grades from the regional school district pursuant to the provisions of subsection (a) of section 10-47b, the regional board of education shall determine the advisability of immediately submitting the question to referendum a second time. If the committee or regional board of education so recommends, the committee or board shall notify the town clerk in each participating town of its decision. Within thirty days after receipt of such notice, the legislative body of the town shall meet to act upon the committee or board recommendation. If the legislative body in each of the participating towns accepts the recommendation, a second referendum shall be held in each participating town in accordance with the provisions of this section. If the majority of votes cast in each town is affirmative, the regional school district is established and numbered accordingly or grades are added to or withdrawn from the regional school district, as applicable.

§ 10-47b. Addition or withdrawal of grades

(a) Except as provided in subsection (b) of this section, any regional school district which does not include all elementary and secondary grades may add or withdraw grades in accordance with the provisions of subdivision (1) or, if applicable, subdivision (2) of this subsection.

(1) Any regional board of education in a school district which does not include all elementary and secondary school grades may recommend a study of the advisability of the addition to or withdrawal of grades from the regional school district or, upon the request of two or more of the town boards of education of the member towns, shall recommend such a study to the chairmen of the town boards of education and chairmen of the boards of finance or other such fiscal authorities in each town affected. Within thirty days of receipt of such recommendation, such chairmen shall each appoint one of the members of their boards and

the chairman of the regional board of education shall appoint one member of the regional board from each member town to a study committee. The Commissioner of Education shall appoint a consultant to the study committee. The study committee shall proceed in the same manner as the temporary regional school study committee except that the expenses of the committee shall be borne by the regional school district and shall not exceed three dollars times the number of pupils in average daily membership of such town and regional school districts as defined in section 10-261 and the committee shall submit its report to the participating towns no later than one year from the date of its organizational meeting. If the committee recommends a plan for addition to or withdrawal of grades from the regional school district and the referenda held in the manner provided in section 10-45 result in an affirmative vote in the regional school district as a whole, the participating towns shall implement the plan.

(2) Any regional board of education in a school district which does not include all elementary and secondary school grades and has a total of three member towns, each with a population between three thousand and seven thousand five hundred persons pursuant to subdivision (27) of section 10-262f and a combined population for such towns of at least ten thousand persons, but fewer than twenty thousand persons may recommend and develop a plan for the addition to or withdrawal of grades from the regional school district or, upon the request of two or more of the town boards of education of the member towns, may make such recommendation and develop such a plan. If the regional board of education recommends a plan for addition to or withdrawal of grades from the regional school district, referenda shall be held in the manner provided in section 10-45. If such referenda results in an affirmative vote in the regional school district as a whole, the participating towns shall implement the plan.

(b) **The procedures in subsection (a) of this section shall not be used to dissolve a regional school district, but may be used to empower the regional school district to administer all programs which are provided in the member towns and are under the general supervision and control of the State Board of Education. In such case, if the vote in each member town affirms the expansion, the town boards of education in such member towns shall be dissolved in accordance with section 10-46a. If the vote is not affirmative in all the member towns, but is affirmative in a majority of such towns, the towns voting in favor of such expansion may initiate a study of the feasibility of establishing a regional school district to administer all programs which are provided in such towns and are under the general supervision and control of the State Board of Education. Such study shall be initiated and conducted pursuant to sections 10-39 through 10-45. In such case, the study may be made forthwith without using the procedures for withdrawal of a town or dissolution of a regional school district provided in sections 10-63a through 10-63c. If a second regional school district is so established by referenda, the first regional school district shall be dissolved. The State Board of Education shall**

make the relevant determinations required by section 10-63c for such dissolution of an existing regional school district. The assets apportioned to the member towns of the new regional school district may be transferred directly to said district. If secondary schools are among the assets so transferred to the new regional district, said district shall accept applications from the remaining school districts for admission of secondary students for a tuition based on per pupil cost for a period of at least three years after the dissolution. The State Board of Education may withhold from the next grant paid pursuant to section 10-262i to the town or regional school districts so established an amount equal to the proportionate share to be borne by each such district of the cost of the services rendered by said state board during the dissolution of the regional school district.

§ 10-47c. Amendment of plan

With the exception of the terms which pertain to the capital contribution of member towns, the transfer of property to the regional school district, the grades included, the size of the board of education and the representation of each town on the board and the towns to be served by the regional school district, the terms of the plan approved through referenda pursuant to section 10-45 may be amended as follows: If a regional board of education finds it advisable to amend the plan or if the legislative body of a town served by the regional board of education requests amendment of such plan, the regional board of education shall prepare a report on the proposed amendment, including the question to be presented, file a copy with the Commissioner of Education and the clerk of each member town and make copies of such report available to the public at a district meeting called to present the plan. After such public hearing, the board shall set the date for referenda which shall be held simultaneously in each member town between the hours of six a.m. and eight p.m. At least thirty days before the date of the referenda, the regional board of education shall notify the town clerk in each member town to call the referendum on the specified date to vote on the specified question. The warning of such referenda shall be published, the vote taken and the results thereof canvassed and declared in the same manner as is provided for the election of officers of a town. The town clerk of each town shall certify the vote of the town to the regional board of education and the Commissioner of Education. If the majority vote in each town of the district is in favor of the proposed amendment to the plan, such amendment shall take effect immediately.

§ 10-63a. Vote for withdrawal of town or dissolution of district

(a) Any town which is a member of a regional school district may, pursuant to a vote of its legislative body, apply to the regional board of education to institute procedure for withdrawal

from the district or, in the case of a district composed of two towns, dissolution of the district as hereinafter provided.

(b) Any two or more towns which are members of a regional school district composed of three or more towns may, pursuant to a vote of the legislative bodies of the respective towns, apply to the regional board of education to institute procedure for the dissolution of the district as hereinafter provided.

§ 10-63b. Committee to study issues relating to withdrawal or dissolution

Within thirty days of receipt of an application pursuant to section 10-63a the regional board of education shall call for the appointment of a committee to study issues relating to withdrawal or dissolution. The committee shall consist of the following: One member of the board of education of each town within the district, to be selected by each such board, if any, or if none, an elector to be elected by the legislative body in such town; one member of the board of finance or comparable fiscal body of each town within the district to be selected by each such board or body; two members of the regional board of education, to be selected by such board, no more than one of whom may be a resident of a town making the application for the appointment of the committee; one member to be appointed by the Commissioner of Education, who shall not be a resident of any town within the district; the State Treasurer or the Treasurer's designee, and one member to be appointed by the regional board of education, who shall be an expert in municipal bonding and financing and who shall not be a resident of any town within the district. The members shall receive no compensation for their services, but their expenses and those incurred by the regional board in connection with withdrawal or dissolution procedures shall be paid by the towns applying for withdrawal or dissolution. The appointee of the Commissioner of Education shall call the first meeting of the committee, and the committee shall organize and function in accordance with section 10-41.

§ 10-63c. Report of committee

Within one year after its appointment, the committee shall prepare a written report that includes: (1) Its recommendation concerning the advisability of a withdrawal or dissolution; (2) a determination of the value of the net assets of the regional district; (3) an apportionment of the net assets to each member town on the basis of the ratio which the total average daily membership of such town since its membership in the regional district bears to the total average daily membership reported to the State Board of Education by the regional board of education up to and including the last such report; (4) a plan for settlement of any obligations and the transfer of property from the regional school district to the member town school districts; (5) a timetable

for the orderly withdrawal or dissolution of the regional district and establishment of local boards of education if none exist; (6) the question to be determined by the referenda; and (7) such other matters as the committee deems necessary. The provisions of sections 10-43 and 10-45, except as provided below, shall apply to the procedures for submission of the plan to the State Board of Education, action by such board, presentation of such plan to the member towns, action by such towns and the dissolution of the committee. The establishment of any new local board of education shall be in accordance with chapter 146.¹ Upon an affirmative vote in each member town, or, in the case of a regional school district that does not have a high school, any of the member towns, the regional board of education and member towns shall cooperatively implement the plan for dissolution or withdrawal of a member town.

§ 10-158a. Cooperative arrangements among towns. School building projects. Student transportation

(a) Any two or more boards of education may, in writing, agree to establish cooperative arrangements to provide school accommodations services, programs or activities, special education services, health care services, alternative education, as defined in section 10-74j, or administrative and central office duties to enable such boards to carry out the duties specified in the general statutes. Such arrangements may include the establishment of a committee to supervise such programs, the membership of the committee to be determined by the agreement of the cooperating boards. Such committee shall have the power, in accordance with the terms of the agreement, to (1) apply for, receive directly and expend on behalf of the school districts which have designated the committee an agent for such purpose any state or federal grants which may be allocated to school districts for specified programs, the supervision of which has been delegated to such committee, provided such grants are payable before implementation of any such program or are to reimburse the committee pursuant to subsection (d) of this section for transportation provided to a school operated by a cooperative arrangement; (2) receive and disburse funds appropriated to the use of such committee by the cooperating school districts, the state or the United States, or given to the committee by individuals or private corporations; (3) hold title to real or personal property in trust, or as otherwise agreed to by the parties, for the appointing boards; (4) employ personnel; (5) enter into contracts; and (6) otherwise provide the specified programs, services and activities. Teachers employed by any such committee shall be subject to the provisions of the general statutes applicable to teachers employed by the board of education of any town or regional school district. For purposes of this section, the term "teacher" shall include each professional employee of a committee below the rank of superintendent who holds a regular certificate issued by the State Board of Education and who is in a position requiring such certification.

(b) Subject to the provisions of subsection (c) of this section, any board of education may withdraw from any agreement entered into under subsection (a) of this section if, at least one year prior to the date of the proposed withdrawal, it gives written notice of its intent to do so to each of the other boards. Upon withdrawal by one or more boards of education, two or more boards of education may continue their commitment to the agreement. If two or more boards of education continue the arrangement, then such committee established within the arrangement may continue to hold title to any real or personal property given to or purchased by the committee in trust for all the boards of education which entered the agreement, unless otherwise provided in the agreement or by law or by the grantor or donor of such property. Upon dissolution of the committee, any property held in trust shall be distributed in accordance with the agreement, if such distribution is not contrary to law.

(c) If a cooperative arrangement receives a grant for a school building project pursuant to chapter 173,¹ the cooperative arrangement shall use the building for which the grant was provided for a period of not less than twenty years after completion of such project. If the cooperative arrangement ceases to use the building for the purpose for which the grant was provided, the Commissioner of Education shall determine whether (1) title to the building and any legal interest in appurtenant land reverts to the state or (2) the cooperative arrangement reimburses the state an amount equal to ten per cent of the eligible school building project costs of the project.

(d) Any cooperative arrangement established pursuant to this section, or any local or regional board of education which is a member of such a cooperative arrangement which transports students to a school operated by such cooperative arrangement shall be reimbursed in accordance with the provisions of section 10-266m. At the end of each school year, any such cooperative arrangement or local or regional board of education which provides such transportation shall file an application for reimbursement on a form provided by the Department of Education.

Frequently Asked Questions about The Supervision District - What is it? Why is it Important?

By Terry G. Stewart
(with updates by administration as needed)

Unique to the education system used in Essex, Chester, and Deep River is an organization called the Supervision District. At first glance, the Supervision District appears to be a faceless and school-less layer of education spending that adds complexity to the overall budget process. Each year there are concerns this growing budget is an example of "taxation without representation". Others see the Supervision District as a key element of improving instruction, learning, and achievement across the Region.

Here is a look at some "Frequently Asked Questions" to help understand the Supervision District.

What is the Supervision District and why should I care?

The Supervision District is chartered through an agreement established in 1964 among the Boards of Education of Chester, Deep River, Essex, and Region 4, and modified in 2000, to fund those programs and services that are best shared across the five schools in our communities. The Supervision District provides our communities the economies of scale of a larger multi-school district yet allows each town the autonomy to manage its own elementary school.

How is the Supervision District different from the Region 4 and Local Boards of Education?

The Supervision District is governed by a permanent committee of three members each from the Chester, Deep River, Essex, and Region 4 Boards of Education. The town Boards of Education govern each town's elementary school. The Region 4 Board governs John Winthrop Middle School and Valley Regional High School. The Supervision District Committee meets every other month in addition to sponsoring committees involved with policy, negotiations, transportation and, when needed, searches for hiring region wide administrators. The Committee chair rotates annually among the chairs of the Boards of Education.

What does the Supervision District do?

The Supervision District Committee manages the budget for the Superintendent's Office which consists of the Superintendent, Assistant Superintendent, Director of Pupil Services (Special Education), Supervisor of Pupil Services (Special Education), the Director of Technology, and the Business Manager. Through the Superintendent's Office, the Supervision District provides fiscal management, personnel, and legal support required by the towns and Region 4 Boards of Education.

The Supervision District also provides teachers and staff who work, or must be available to work, in any of the five schools such as special education, gifted and talented student support, summer school, world language at the elementary school level, music, and art teachers. Additionally, the Supervision District operates a state required pre-kindergarten program that provides early intervention support for students from the three towns. Finally, the District is responsible for student transportation for all five schools.

How does the Supervision District improve education quality in the Region?

Key to improving learning and achievement in our communities is increasing the cohesiveness and consistency of our PK-12 system. This means maintaining communication and coordination among the schools in curriculum design and development, professional development, and sharing best practices. The Supervision District also provides World Language instruction at the elementary level and programs that support accelerated students in the region such as the Mock Trial, Debate, Math Counts, and the High School Bowl teams. The Supervision District also sponsors the region's preschool program and summer school program that provides reinforcement instruction for identified students.

How is the Supervision District budget created and approved?

The Supervision District is the first budget approved in the overall education budget process. A draft Supervision District Budget is prepared by the Superintendent. This budget is debated by the Supervision District Committee and approved for a public hearing normally held in February. Following the hearing, a joint meeting of the entire membership of the local and Region 4 Boards of Education (33 members) is called to vote on the Supervision District budget. To be approved, each board must support the budget. If a board objects to a particular aspect of the Supervision Budget, the budget must be renegotiated until that support is obtained. In this way, a board is not forced to absorb spending it opposes. The resulting budget is then allocated to the Region 4 and local Boards' budget based on that board's percentage of students in the total enrollment in the Region. If one school wants a Supervision District program or position not needed or used by the other schools, those costs are passed directly to that board's budget alone and are not shared by the other boards.

Why isn't the Supervision District budget directly accountable to the Town Board of Finance and the voters at the Annual Town Financial Meeting?

Unlike the Local and Region 4 Boards of Education, the Supervision District is not an organization chartered by the state. The Supervision District is an administrative body created by agreement of the boards of education themselves to more efficiently pool the costs of shared programs and staff. Once created, the Supervision District budget is allocated to each board of education's budget. The elementary school budget is then directly reviewed by the Town Board of Finance and approved by the voters at the town financial meeting in May. Region 4 manages its own finances independently from the towns. Voters from the three towns directly approve the Region 4 budget at either a

Region 4 town meeting also held in May or a referendum. Over the past several years, the Region 4 budget has gone to referendum.

Could a Board of Education "hide" increased spending in the Supervision District budget since it is not directly reviewed by the Board of Finance?

This would be very difficult since there are 33 elected board of education members involved in the process, rarely sharing the same agenda. All hearings and meetings are held in public often with selectmen, board of finance members, citizens, and local press in attendance. It is also not in any board of education's interest to "hide" spending since this would jeopardize legitimacy with the public and support for programs over time. Finally, the local and Region 4 budgets, which include their portion of the Supervision District budget, are subject to direct questioning by members of the Board of Finance and the public at hearings and town financial meetings.

Once the Supervision District Budget is approved, are costs allocated to the local Budget "locked in" and not subject to question or even removal prior to the Town budget being approved?

No. Boards of finance can and do question the Supervision District Budget during the review process. While the board of finance cannot direct the board of education where to specifically cut funding, it can reduce the budget it recommends to the public to reflect its opposition to any line item in the budget, including the Supervision District allocation. It would then be up to the Board of Education to decide whether to cut funding from the local budget or seek an adjustment in the Supervision District Budget.

How can I voice my opinion on these and other issues?

- Attend Preliminary Budget Presentations by the Superintendent in December and January and the Supervision District Public Hearing in February.
- Comment and ask questions during the Town and/or Region 4 Budget hearings in April and May.
- Visit www.reg4.k12.ct.us where budget information will be posted.
- Communicate with your local or regional board of education members who all vote on the Supervision Budget.

About the author of the original content: Terry Stewart served as Chairman of the Region 4 Board of Education. He previously served as chair of the Essex Board of Education and has also chaired the Supervision District Committee. Revisions to original content have been made by Administration as necessary for updated accuracy



CONNECTICUT STATE DEPARTMENT OF EDUCATION

School District Regionalization and Collaboration

September 26, 2019

Regionalization in General

- Overview of process
 - Temporary regional school study committee (C.G.S. Sec. 10-39 *et seq.*)
- Preparation of report
- SBE approval
- Referenda



Region 5 History

- Report of the “Temporary Regional School Planning Committee” (Oct. 30, 1952)
- Establishes a 7-12 regional school district
 - Independent K-6 boards of education



How to Modify an Existing Regional School District

- Add/Withdraw Grades from the Region
 - C.G.S. Section 10-47b
- Dissolve the Region
 - C.G.S. Section 10-63a *et seq.*
- Regional School District Plan Amendment
 - C.G.S. Section 10-47c



What is a Cooperative Arrangement?

- Purpose is to share educational programs/services without regionalizing formally
 - Governed by C.G.S. Section 10-158a
- Written agreement between 2+ boards of education to provide:
 - School accommodations services
 - Programs or activities
 - Special education services
 - Health care services or alternative education
 - Administrative and central office duties (added in 2017)



Cooperative Arrangement Overview (cont.)

- May include the establishment of a committee to supervise the programs
 - Membership of committee to be determined by agreement of the cooperating boards
- Powers of the committee include:
 - Apply for, receive and expend grants
 - Receive/disburse funds appropriated to the committee by cooperating school districts
 - Hold title to real or personal property in trust for appointing boards
 - Employ personnel
 - Enter into contracts
 - Other



A Practical Example – Region 4

“Supervision District”

- Exists to “fund those programs and services that are best shared” across 5 community schools
- Governed by permanent committee of 3 members from each of 4 boards of education
- Supervision District duties:
 - Manages Superintendent’s Office budget, through which the District “provides fiscal management, personnel, and legal support” required by constituent towns and the regional board of education
 - Provides teachers/staff who must be available to work in any of the 5 schools (e.g., special education, gifted/talented, summer school, music, art)
 - Pre-K program for all 3 towns
 - Student transportation

Source: “*Frequently Asked Questions about the Supervision District – What is it? Why is it Important?*,” by Terry G. Stewart





2019 - 2020
NATIONAL MERIT
SCHOLARSHIP PROGRAM



****Semi-Finalists****

- 👍 **SAMUEL EPSTEIN**
- 👍 **CLAIRE HOSEY**
- 👍 **AKSHAT KULKARNI**
- 👍 **DANIELLE LEE**
- 👍 **RAYMOND LU**
- 👍 **SIENNA WANG**
- 👍 **SOPHIA WANG**
- 👍 **VICTOR YOU**
- 👍 **ZACHARY YOUNG**

****Commended Scholars****

- | | |
|--------------------------|----------------------------|
| ★ MATTHEW AFERZON | ★ ALEXANDRIA BARNES |
| ★ TALYA BRAVERMAN | ★ ARIEL GORDON |
| ★ SEAN LEE | ★ TRACY LU |
| ★ DANIEL MAO | ★ LAURELLA MARIN |
| ★ AMEYA MENTA | ★ NICOLE MONGILLO |
| ★ KAYLA MORGAN | ★ ALICIA MYUNG |
| ★ SIAVASH RAISSI | ★ ABIGAIL SLANSKI |
| ★ JACK TAJMAJER | |

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

2020 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 February and October, will be held in the designated room at Amity Regional High School, 25 Newton Road, Woodbridge, CT 06525. Meetings will begin at 6:30 p.m.

Monday	January	13, 2020	
Monday	February	10, 2020	<i>Exception</i> Amity Middle School 100 Ohman Avenue Orange, CT 06477
Monday	March	9, 2020	
Monday	April	20, 2020	<i>Exception</i> Third Monday of the month
Monday	May	11, 2020	
Monday	June	8, 2020	
Monday	August	17, 2020	<i>Exception</i> Third Monday of the month
Monday	September	14, 2020	
Monday	October	19, 2020	<i>Exception</i> Amity Middle School 190 Luke Hill Road Bethany, CT 06524
Monday	November	9, 2020	
Monday	December	14, 2020	
Monday	January	11, 2021	

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 21, 2019

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:

Geoffrey Millenson – F/T School Psychologist– Geoffrey joins the Amity staff bringing 9 years of experience as a School Psychologist from Newtown Public Schools and more recently from Stratford Public Schools. He earned his Bachelor's Degree in Psychology from the University of Connecticut and his Master's Degree and 6th Year Certificate in School Psychology from Fairfield University.

- Amity Regional Middle School – Bethany:

Jennifer Carvalho – F/T Math Teacher – Jennifer returns to the Amity teaching staff bringing 19 years of experience as a Math Teacher both internationally and more recently from Region 16 Public Schools. She earned her Bachelor's Degree in Mathematics from Drew University in New Jersey and her Master's Degree in Curriculum and Instruction from Western Governors University.

- Amity Regional Middle School – Orange: NONE

NEW HIRES-NON-CERTIFIED:

Korri Verderame – Payroll & Benefits Coordinator, District Offices

Anthony Ferrara – .8 Security Guard, Amity Regional High School

Walter Ford – .5 Security Guard, Amity Middle School-Bethany

NEW HIRES-COACHES:

Pasquale Romano – Asst. Boys Soccer Coach - 2019 Fall Season – Amity Regional High School

Nicholas Bottone – Boys Basketball Coach - 2019 Winter Season – Amity Middle School-Bethany

Thomas Newman – Girls Basketball Coach - 2019 Winter Season – Amity Middle School-Bethany

Thomas Newman – Girls Soccer Coach - 2019 Fall Season – Amity Middle School-Bethany

Kara Glezer – Cross Country Coach - 2019 Fall Season – Amity Middle School-Orange

Patrick Fielosh – Boys Soccer Coach - 2019 Fall Season – Amity Middle School-Orange

NEW HIRES-SUBSTITUTES:

Holly Scheck – 5 Day Bench Substitute – Amity Middle School-Bethany

Maria Martinez – 4 Day Bench Substitute – Amity Middle School-Orange

TRANSFER(S): NONE

RESIGNATION(S):

Michelle Peluso – Special Education Teacher, Amity Middle School-Bethany, eff. 10/11/2019

Angelo Moscato – .8 Security Guard, Amity Regional High School, eff. 09/06/2019

Michael Stockmal – Boys Basketball Coach – Amity Middle School-Orange, eff. 10/01/2019

RETIREMENT(S):

Dr. Richard Dellinger – Principal – Amity Middle School-Bethany, eff. 01/31/2020

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 2019

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

University of Chicago's Outstanding Educator Award: Congratulations to LeeAnn Browett for being selected for the University of Chicago's Outstanding Educator Award. Established for more than 30 years, entering first-year students nominate an educator who has influenced them, challenged them, or helped them. LeeAnn was selected from hundreds of letters submitted by first-year students.

NEASC Accreditation Decennial Visit Complete: The 2019 NEASC Decennial visit took place in September (22nd-25th) and was a huge success. The chair of the committee shared some brief remarks with the faculty on the afternoon of Wednesday, September 25th and affirmed that Amity Regional High School is an amazing place. The full report will be returned to the school principal by mid-year (late January) and will be shared with the full Board and BOW Community at that time.

Pupil Services: October is Mental Health Awareness Month and October 10th was World Mental Health Day. Our School Psychologists, School Counselors, and School Social Workers are striving to increase the overall mental health and well-being of all our students. Unified Sports has begun at the middle, high school, and collegiate levels with upcoming matches scheduled in soccer. Amity will be hosting a soccer tournament during the month of October. In addition to Unified Sports, Unified Theater has started and students will be working towards a performance in the late winter/early spring. The final *Coffee with the Director* for the fall is scheduled for October 18th from 7:30-9:00am. Future *Office Hours* (7:30-8:30am) are October 28th; November 7th, December 10th, January 8th, February 13th, March 3rd, April 24th, and May 26th.

High School Options at AMSB: On Friday, October 4th, 8th grade students attended a mandated presentation regarding area high school options. Representatives from Common Ground, ECA, Platt Tech, and Nonnewaug high schools spoke to our students.

AMSB Washington DC Trip: One hundred thirty seven 8th grade students registered for the annual Washington DC trip, which took place from October 16th through October 18th. This is the second year the trip has been held in October; the trip was moved from spring to fall last year in order to balance major school events more evenly throughout the year.

Peer Tutoring at AMSO: The AMSO Peer Tutoring Program has resumed. Twenty-six 8th grade peer tutors received extensive training by the guidance staff. They are looking forward to working with 7th grade students providing assistance in all subject areas.

AMSO Government Day: Eighteen AMSO students shadowed Orange town employees on Government Day on October 16th. Students learned about the valuable services the town provides. We wish to thank the Orange town officials for hosting this wonderful learning experience for our students.

Co-Curriculars Augment School Curriculum: Throughout the beginning months of school, many ARHS clubs and activities have taken place that supplement the school curriculum, including the 2019 Physics Olympics hosted by Yale University where a 4-person team of Amity seniors competed and placed 3rd in the “Angle Management” event. The debate team has begun competing; Junior State of America is planning for their fall state conference; the math team has begun to prepare for competitions, inductions for MuATH (Mu Alpha Theta Math Honor Society) and the inaugural induction for members of the Harold Freedman Chapter for English Honors (English Honor Society) has taken place. Each of these activities is based on advances, or highlights skills, taught and learned in Amity Regional High School classes.

2019 Governor’s Summer Reading Challenge: AMSB and AMSO students participated in the 2019 Governor’s Summer Reading Challenge and both Amity Middle Schools will be recognized for the outstanding quantity of students’ summer reading at a ceremony to be held at the Connecticut State Library.

Resources

Recognition and Thanks: Special recognition and thanks is given to Mr. Edward H. Karoll for his generous donations totaling \$48,684.41 to the Amity Regional School District No. 5-Bethany Memorial Scholarship Fund. Scholarships in the amount of \$2,000 will be awarded to one male and one female Amity graduate who reside in Bethany and attended four years of study at ARHS.

2020-2021 Budget Preparations: Members of the Amity faculty and staff are working diligently to create a comprehensive, fiscally responsible budget for the 2020-2021 school year.

WYS Support: AMSB continues to work cooperatively with Woodbridge Youth Services, which hosted a “Back to School Blowout Party” for AMSB students on September 20th in the gym.

Security Offices Get Finishing Touch: The finishing touches have been put on all three new security offices. Countertops that were no longer being used were repurposed to provide custom storage and desk space in the security offices.

Climate

Sandy Hook Promise Partnership: Amity Regional School District No. 5 will be partnering with Sandy Hook Promise through a regional Department of Homeland Security Grant. This partnership will include two student programs – “Start with Hello” (Fall 2019) and “Say Something” (Fall 2020). It also includes a student suicide awareness and prevention extracurricular program – SAVE Promise – which will be implemented at each of our three schools during this fall and winter. Additionally, there is training for staff and students on “Signs of Suicide.” Identified Amity staff will participate in the training, which will then be rolled out to all faculty and students.

Link Crew 9th Grade Tailgate: On Friday, October 18th, the Link Crew held their annual “Freshman Tailgate,” where link crew leaders and 9th grade students had a cookout on the practice football field (adjacent to the main stadium) before the home football game. Students enjoyed hot dogs, drinks and chips while listening to music and playing games on the field. Afterwards, all 9th grade students and link crew leaders who attended the tailgate were invited to attend the game free of charge.

Intradistrict Girls’ Volleyball Game & Fundraiser: The AMSB Girls’ Volleyball team conducted a “Dig Pink” fundraiser at their game on October 10 vs. AMSO and raised \$400 to support the Hewitt Center for Breast Wellness at Griffin Hospital.

AMSB PTSO 5K Color Run: The AMSB PTSO organized a 5K Color Run fundraiser on Saturday, October 5th and raised over \$2,000.

2019 Club Day: ARHS held the annual Club Day on Thursday, September 26th where over 90 student-led clubs were on display for members of the ARHS student body to browse. This fall tradition has a festival-like atmosphere and is a clear demonstration of the multitude of passions and interests of the ARHS student community.

Anti-Defamation League Presentation: AMSO 7th Grade students participated in Speak Up training by the Anti-Defamation League. Students were candid about both the strengths and the weaknesses regarding how students treat one another. Further discussions are being planned through advisory.

Transition Lunches at AMSO: Mrs. Burke and Mr. Holt have begun having lunch with small groups of 7th grade students. The casual conversations center on building rapport and getting student feedback regarding school activities and programs.

AMSO Parent Coffee: The AMSO administration had their first coffee and conversation with parents September 25th. The focus of the conversation centered on the transition to middle school. Parents had the opportunity to ask questions and provide feedback regarding the middle school program. Parent coffees are scheduled every other month and will focus on areas of interest based on parent input.

October 16th Special Programing: On October 16th, ARHS held the annual Pre-ACT (for 10th) and PSAT (for 11th) grade students during the morning hours (from 7:34-11:10am). Ninth grade students participated in a Link Crew activity focused around building relationships and a positive community and 12th grade students took their various class pictures and participated in two workshops: 1) sexual harassment and 2) financial literacy and preparedness for after high school. All grades attended the “Start with Hello” presentation from Sandy Hook Promise.

Amity Regional School District No. 5

Technology Department Monthly Report

Completed Projects:

- The three server hosts that were failing have been replaced, configured and all virtual machines have been migrated to the new servers
- Updated VMWare and fail-over manager (FOM) servers
- The construction of the student technology help desk off of the HS Library Media Center is complete
- The reconfiguration of the technology offices in the HS is complete
- The Bomgar server, for use as a tool to deliver remote support services, has been installed, configured and deployed
- Installed new UPS in main server room
- Completed installation and configuration of new S2 RFID locks on Boy's and Girl's locker rooms as well as the snack bar room at the field house.
- Replaced District firewall appliance that failed, covered under extended warranty

Projects in process:

- Continuing to pull new Cat6a cables for security camera system
- Upgrading and reconfiguring Milestone (video management software) and servers
- Pulling new Cat6a cable for Aruba access points. Including high client access point in all three campus cafeterias as well as additional access points in all three buildings to support I:I initiative
- Addressing issues with 7th grade I:I device cases that arrived with a different design than originally promised. Working with vendor to find a suitable solution.

Outstanding issues to be addressed:

- Storage Area Network (SANs) appliances are end-of-life and beginning to fail
- Planning for infrastructure maintenance and upgrades as we are end-of-life and simultaneously in need of upgrades to support District I:I initiative

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

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Amity Regional High School (ARHS) Summer Project Wrap-up

Inside this issue:

<i>Middle School Highlights</i>	2
<i>News and Initiatives</i>	3
<i>Wrap-up</i>	4

It was a busy summer at ARHS with numerous projects being accomplished at the same time summer school and Community Ed were going on. Listed below are some of the improvements that staff and students will realize for the 2019/20 school year:

- All of the corridors were repainted
- The acid neutralization tanks that serve the science wing were serviced
- Seasonal PM's were completed on all HVAC equipment
- A new clock system was installed that better inter-
- faces with the bell system
- The track at the stadium field was repainted
- Two large areas of failing asphalt were cut out and replaced
- The shower stalls were replaced in the boys locker room by in-house personnel
- Concrete repairs due to salt damage were completed on the front bus loop sidewalks by in-house personnel
- Preventive maintenance was completed on the kitchen equipment



Freshly Painted Track

- The drainage culvert was replaced under the bridge at the front entrance as the old one had collapsed
- The rear parking lot lines, space numbers, and fire lanes were repainted

Special points of interest:

- Over 60,000 water bottles have been filled using the water bottle fillers recently installed on drinking fountains in all three schools
- 535 gallons of floor finish were laid to refinish the VCT floors district wide
- 160 gallons of gym finish were laid to refinish the five wood gym floors

Other Improvements at ARHS

The main water line that feeds the science wing runs underground. The pipe developed an underground leak and was replaced with an overhead pipe. A small energy efficiency project took place where the fixtures in the student street corridor were replaced with

updated LED technology. The gym floors in all three gyms were refinished by in-house personnel. A new heating variable air volume box was installed in the teacher's lounge to replace a failed one. The grease trap in the main kitchen rusted and became unusable.

With the assistance from the technical education classes, a new one was fabricated and installed, saving good money. The exterior and interior drinking fountains at the field house were old and not working properly. New ones were installed by in-house personnel.

Bethany Accomplishments



New Security Vestibule

Our staff did an outstanding job readying the building for school, all while hosting the Bethany Elementary Summer Programs. All rooms were thoroughly cleaned and the corridors were repainted. The gym ductwork was professionally cleaned. The acid neutralization tank in the science area had the old limestone media vacuumed out. It was then pressure washed and new media was installed. It was noted that the emergency noti-

fication systems in the coaches locker room restrooms only notified to the locker room. If there were an emergency in the restroom and nobody was in the locker room, there could be an issue. Our in-house personnel extended the notification system to the main corridors for extra safety. A new intercom system was installed to improve reliability of communications with classrooms. This also interfaces with the bell system to enhance flexibil-

ity in scheduling. Preventive maintenance was performed on all kitchen and HVAC equipment. Two dead trees were removed as they presented a risk to the roofs and building envelope. The dehumidifiers were replaced in the well pits due to age. The gym floor was sanded down, the lines were repainted, and new finish was applied to restore the floor to new condition. A new circulation desk was installed in the library.

Orange Recap

"Leaving the school I had been in for almost 15 years was naturally going to be tough as you develop a closeness with staff and administrators. My staff during the day and the night crew have made my move into the ARHS H.C. position quite flawless and have been very helpful in all aspects of how things are handled here. They are a great group, dedicated in what they do and I am very thankful for that."

John Pellicani
Head Custodian ARHS

The custodial staff did an outstanding job preparing the school. Every room was cleaned, the corridors were all painted, and all preventive maintenance was done on the air handling equipment. The acid neutralization tank was serviced in the science area. A section of one of the boilers had cracked and had to be replaced. The heaters on the

freezer door in the kitchen failed and had to be replaced. A new intercom system was installed to improve reliability of communications with classrooms. This also interfaces with the bell system to enhance flexibility in scheduling. The glycol in the heating/cooling loop had deteriorated and needed to be replaced. All glycol was drained from the

system. The entire system was then flushed with a cleaning agent and again drained. All filter screens were removed and cleaned. The system was then flushed with clean water four times. New glycol was then installed, air was bled from the system, and service was restored. As part of the project, the chiller was inspected for damage and was cleared.

New Greenhouse and Security Window



Repaired Back Stop



Student Involved Projects

It has been a great experience partnering the students in the technical education classes with facilities related projects. Over the past several years, great projects have been completed. The 40-foot bridge that crosses a stream on the cross country trail in Orange was completely replaced. The deteriorated green house at Orange was completely rebuilt with modern materials. Students partnered with in-house staff to create the Black Box Theater. They

also participated in rehabbing the home baseball dugout at ARHS. Students assisted with replacing the paper towel dispensers with electronic hand dryers. They also built a new storage building to be used by tennis, lacrosse, and field hockey teams. The District truck was refurbished. Future projects already underway include two large storage buildings to be placed across from the loading dock at ARHS to ease corridor storage in the building.



Security and Safety Enhancements

Security officers attended several training exercises during the course of the year. An architect was hired to design new security vestibules at each school's main entrance. The jobs were then bid and construction commenced as soon as school let out for the year. All security vestibules contain bank style windows to allow visitors to pass through their

identification and receive a visitors badge prior to being electronically buzzed into the building. As part of the project, the Aiphone visitor-screening electronic locks were upgraded. This will allow flexibility in communicating with the front entrances. Additional security cameras were installed at all three buildings. Protective window film was installed

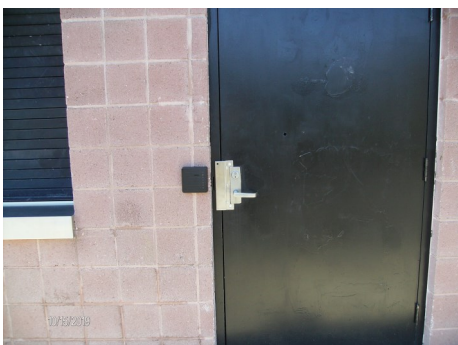
at all three buildings to enhance building envelope security. The Board appropriated funding to hire additional security positions, and all positions were filled with highly qualified individuals. The intercom systems were upgraded at both middle schools. Electronic locks were installed on ARHS locker room doors to enhance security in those spaces.

"I am so proud of the crews we have in each building and of our maintenance team. Everyone works together to support education of the kids and to provide a clean safe environment. The pride everyone in Facilities takes is evident by the appearance of our buildings and the annual reports from the health departments. Amity is truly blessed with an outstanding facilities team".

Jim Saisa

Director of Facilities

Electronic Locks and ARHS Security Booth



Amity Regional School District No. 5

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Meet John Pellicani

John Pellicani is the new Head Custodian at Amity Regional High School. John started his career with Amity in September 2001 as an evening custodian at the high school. After serving as an evening custodian for almost 15 years at Bethany, he was promoted to head custodian in August 2019. Prior to coming to Amity, John was an automotive technician. John does an outstanding job leading his team. The organization during the summer cleaning is impeccable. The school is always busy, but John is able to accommodate activities and get the building in pristine condition by the start of school. More impressively, he is able to ensure the pristine condition exists all year long. In his spare time, John enjoys bowling, billiards, and music. He also really enjoys time with his four grandchildren.

Electrical System Studies

Thanks to the support of the Amity Board of Education, we were able to accomplish electrical system studies at all three buildings. This year, testing and servicing of the old switch gear at Amity Regional High School was completed. Power was removed from the building by UI, testing and calibrating took place, and power was restored. The project went very smoothly. The testing revealed that there are not any issues with our old switch gears and that they should prove reliable should the need arise to exercise them.

Rebuilt Baseball Dugout and New Sports Storage Building



Students

Student Health Services

School District Medical Advisor

The Amity Board of Education (Board) shall appoint a school district medical advisor and appropriate medical support service personnel including nurses.

The school district medical advisor, in cooperation with the Board and the board of health/health department for the school district, shall:

1. Plan and administer each school's health program,
2. Advise on the provision of school health services,
3. Provide consultation on the school health environment, and
4. Perform any other duties as agreed between the advisor and the appointing board of education.

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment, including the following student health services:

1. Appraising the health status of student and school personnel;
2. Counseling students, parents, and others concerning the findings of health examination;
3. Encouraging correction of defects;
4. Helping prevent and control disease;
5. Providing emergency care for student injury and sudden illness;
6. Maintaining school health records.

Health Records

There shall be a health record for each student enrolled in the school district which will be maintained in the school nurse's room. For the purposes of confidentiality, records will be treated in the same manner as the student's cumulative academic record.

Student health records are covered by the Family Educational Rights and Privacy Act (FERPA) and are exempt from the Health Insurance Portability Act (HIPAA) privacy rule. However, it is recognized that obtaining medical information from health care providers will require schools to have proper authorization and to inform parents that such information once released by health care providers is no longer protected under HIPAA but is covered under FERPA.

Regular Health Assessments

Health assessments shall be required in grade 7 and in grade 10 by a legally qualified practitioner of medicine, an advanced practiced registered nurse, licensed pursuant to chapter 378, a physician assistant, licensed pursuant to chapter 370, a school medical advisor, or a legally qualified practitioner of medicine, as advanced practice registered nurse or a physician assistant

Students

Student Health Services

stationed at any military base prior to school entrance in Connecticut. The purpose of the health assessment is to ascertain whether a student has any physical disability or other health problem. Such health assessments shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under C.G.S. 10-204a and the Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a and 10-204a-4.
3. Vision, hearing, postural, and gross dental screenings;
4. If required by the current medical standard, testing for tuberculosis and sickle cell anemia or Cooley's anemia;
5. Any other information including a health history as the physician believes to be necessary and appropriate.

A child will not be allowed, as the case may be, to begin or continue in district schools unless health assessments are performed as required. Students transferring into the district must provide evidence of required Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance.

~~Health assessments will be arranged without charge to all students whose parents or guardians meet the eligibility requirement of free and reduced priced meals under the National School Lunch Program or for free milk under the special milk program.~~

The Amity Board of Education shall annually designate a representative to receive reports of health assessments and immunizations from health care providers.

Health assessment results and recommendations signed by the examining physician or authorized medical personnel shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school the student attends. Upon written authorization from the student's parent or guardian, original cumulative health records shall be sent to the chief administrative officer of the school district to which such student moves (or his/her designee) and a true copy of the student's cumulative health records maintained with the student's academic records. The Superintendent of Schools, or designee, shall notify parents of any health related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment is provided, including advice on obtaining such required testing or treatment.

Students who are in violation of Board requirements for health assessments and immunizations will be excluded from school after appropriate parental notice and warning.

Students

Student Health Services

Postural Screening

School nurses will screen all female students in grade 7 and male students in grade 8 or 9 for scoliosis or other postural problems. Additional postural screenings will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent or guardian of each student found to have any postural defect or problem, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with disabilities.

Tuberculin Testing

NOTE: The Connecticut Department of Public Health discourages routine TB testing of all students at school enrollment or for any of the required health assessment. It is recommended that students, at each mandated health assessment, be screened for their risk of exposure to TB. A child, determined to be at risk for exposure to TB should be required to be tested.

In addition to tuberculin testing, if required by the school district medical advisor, as part of regular student health assessments, all new students will be required to have at least one test for tuberculosis prior to entry in district schools, if determined to be at risk for exposure to TB.

Immunizations/Vaccinations

No student will be allowed to enroll in district schools ~~without vaccination against smallpox and~~ adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hepatitis B
9. Varicella (Chickenpox)
10. Meningococcal disease
11. Any other vaccine required by section 19a 7f of Connecticut General Statutes.

All students in grades 7-12 are required to have received 2 doses of measles, mumps and rubella vaccine, or demonstrate serologic proof of immunity. Students entering seventh grade shall show

Students

Student Health Services

proof of having received 2 doses of varicella vaccine, laboratory confirmation of immunity, or present a written statement signed by a physician, physician assistant or advanced practice registered nurse indicating the individual has had varicella based on family or medical history. (Varicella requirement effective August 1, 2011)

All seventh grade students must show proof of 1 dose of meningococcal vaccine and 1 dose of Tdap in addition to the completion of the primary DTP series.

Beginning with the 2019-2020 school year all seventh grade students must show proof of 2 doses of Hepatitis A vaccine.

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a written statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child or his/her parents/guardians; such statement to be officially acknowledged by a notary public or a judge, a court clerk/deputy clerk, a town clerk, a justice of the peace, or a Connecticut attorney; or
4. in the case of hemophilus influenza type B has passed his or her fifth birthday; or
5. in the case of diphtheria, tetanus and pertussis, has a medical exemption confirmed in writing by a physician, physician assistant or advanced practice registered nurse (per C.G.S. 19a-7f).

The school nurse will report to the local director of health any occurrence of State of Connecticut defined reportable communicable diseases.

Health Assessments/Interscholastic Sports Programs

Any student participating in an interscholastic sports program must have a health assessment, within the past thirteen months prior to the first training session for the sport or sports. Each participant in a sport program must complete a health questionnaire prior to their health assessment.

~~Parents are expected to use the services of their private physician. If a student is unable to obtain a health assessment from his/her personal physician for financial or other reasons, an examination can be arranged. Health assessment results shall be recorded on forms provided by the Connecticut State Board of Education, signed by the examining physician, filed in the~~

Students

Student Health Services

~~student's health folder, and maintained up to date by the school nurse.~~

Student Medical Care at School

School personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school sponsored and supervised activities.

Schools shall maintain files of Emergency Information cards (on paper or electronically) for each student. If a child's injury requires immediate care, the parent or guardian will be called by telephone by the nurse, the building Principal, or other personnel designated by the Principal, and advised of the student's condition. When immediate medical or dental attention is indicated, and when parents or guardians cannot be reached, the student will be transported to the nearest hospital. In this event, the family physician/dentist and school district medical advisor will be notified of school district actions at the discretion of the school nurse.

(cf. 5142 - Student Safety)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5141.5 - Suicide Prevention)

(cf. 6145.2 - Interscholastic/Intramural Athletics)

(cf. 6171 - Special Education)

Legal Reference: Connecticut General Statutes

10-203 Sanitation.

10-204 Vaccination.

10-204a Required immunizations (as amended by PA 15-174 and PA 15-242)

10-204c Immunity from liability

10-205 Appointment of school medical advisors.

10-206 Health assessments, as amended by PA 07-58 and PA 11-179

10-206a Free health assessments.

Students

Student Health Services

10-207 Duties of medical advisers, (as amended by P.A. 12-198)

10-208 Exemption from examination or treatment.

10-208a Physical activity of student restricted; boards to honor notice.

10-209 Records not to be made public.

10-210 Notice of disease to be given parent or guardian.

10-212 School nurses and nurse practitioners.

10-212a Administration of medicines by school personnel.

10-213 Dental hygienists.

10-214 Vision, audiometric and postural screenings: When required; notification of parents re defects; record of results.

10-214a Eye protective devices.

10-214b Compliance report by local or regional Board of Education.

10-217a Health services for children in private nonprofit schools. Payments from the state, towns in which children reside and private nonprofit schools.

19a-7f Childhood Immunization Schedules

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g)

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Students

Accidents/Illness

Emergency Care Procedure for Students Who Become Ill or Injured at School or at School-Sponsored Functions

1. Minor Injuries and Illnesses

Send student to School Nurse for first aid. Students who are dizzy or nauseous are to be accompanied by another student or a faculty member when sent to the health office.

If School Nurse is not available, first aid is to be administered by school personnel in charge of the Health Room at the time. No internal medication, including aspirin, will be given.

This person is to contact the parents and notify them of the injury or illness and suggest they contact their family physician, if further care seems indicated.

If unable to reach the parents, the school person in charge should contact the family designated emergency contacts.

2. Serious Injuries or Illness (loss of consciousness, suspected fracture, heavy blow to head, etc.)

If School Nurse is on premises, he/she should be summoned immediately to give initial attention to the victim. Then the School Nurse should see that parents and an ambulance are called.

If School Nurse is not available, first aid should be administered immediately as noted below, and then parents and an ambulance should be called.

3. Accident Reports

The school staff member in charge of a student at the time of an accident (minor or serious) is to make out a report of the accident in triplicate.

In the case of minor accidents, one copy is for the School Nurse, one for the student, and one for the school administration office (or Athletic Director, in the instance of accidents involving athletics). In the case of serious injuries or illness, two copies are for the School Nurse, and one copy is for the school administration office (or Athletic Director, in the instance of accidents involving athletics).

The reports should be brought to the attention of the School Nurse immediately. The School Nurse must be informed of all accidents on school grounds, both during school hours or at school functions after school hours.

Students

Accidents/Illness

In the event of an injury occurring in an unsupervised area, the School Nurse will make out the accident report.

4. School nurses shall follow specific procedures for recording and reporting indoor air quality complaints.

Exclusions from School Because of Illness

1. Any students having elevated temperature of 100.4 or higher, or showing evidence of potentially contagious illness with symptoms such as a red throat, moderate to severe cough, nausea, vomiting, suspicious rash, etc. will be excluded from school after proper evaluation. The decision of the school physician and nurse is final in this matter.
2. Exclusion of students for communicable diseases as approved by the school physician as follows:
 - a. Chicken Pox – after all vesicles are dry and crusted (usually 5-7 days)
 - b. German Measles or Rubella – 7 days after onset of rash
 - c. Measles – 9 days after appearance of rash
 - d. Ringworm – none while under proper treatment
 - e. Streptococcal Infection or Scarlet Fever – may return when afebrile x 24 hours with instruction of careful hygiene and hand washing
 - f. Conjunctivitis – may return 24 hours after starting prescribed medication or after medical clearance with instruction of careful hygiene and hand washing
 - g. Infectious Mononucleosis – per physician clearance
 - h. Shingles – may return if lesions can be adequately covered. Student/Staff should not be excluded, as covered lesions seem to pose little risk to susceptible people. Students and staff whose lesions cannot be covered (lesions on face or hands for example) should be excluded until lesions have crusted, or in immunized people without crusting if the lesions are resolving (which may be several days in mild cases to several weeks in more severe cases). Instruction of careful hand washing and hygiene of students and staff with shingles is important.

Students

Accidents/Illness

(cf. 5141.21 – Administering Medication)

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-204 Vaccination

10-204a Required immunizations

10-204c Immunity from liability

10-205 Appointment of school medical advisors

10-206 Health assessments

10-206a Free health assessments

10-207 Duties of medical advisers

10-208 Exemption from examination or treatment

10-208a Physical activity of student restricted; boards to honor notice

10-209 Records not to be public

10-210 Notice of disease to be given parent or guardian

10-212 School nurses and nurse practitioners

10-212a Administration of medicines by school personnel

10-213 Dental hygienists

10-214 Vision, audiometric and postural screening: When required; notification of parents re defects; record of results. (As amended by PA 96-229 An Act Concerning Scoliosis Screening)

10-214b Compliance report by local or regional board of education

Students

Accidents/Illness

~~2. Exclusion from School~~

~~Exclusion of students for communicable diseases as approved by the Directors of Health for Orange, Bethany, and Woodbridge, is as follows:~~

- ~~Chicken Pox—6 days after appearance of rash~~
- ~~German Measles—7 days after onset~~
- ~~Measles—5 days after appearance of rash~~
- ~~Mumps—Until swelling has subsided but not less than one week~~
- ~~Poliomyelitis—14 days from onset~~

**5141.1(e)
5141.2**

Students

~~Accidents/Illness (continued)~~

~~Illness~~

~~2. Exclusion from School (continued)~~

- ~~Ringworm or scale—none if under proper treatment~~
- ~~Streptococcal infections—7 days~~
- ~~Scarlet Fever (Scarletina)—7 days~~
- ~~Respiratory Infections (Strep, sore throat, etc.)—7 days~~
- ~~Small Pox—Until all scabs and crust have disappeared. Readmitted on certificate from Health Department~~
- ~~Whooping Cough—21 days after onset of typical “whoop”~~

~~3. Exclusion of Contacts~~

- ~~**Adult:** No exclusion except for food or milk handlers who must abide by requirements noted under children.~~
- ~~**Children:** 7 days—or for 2 days after starting specific prophylactic treatment which must continue for 3 additional days so that a therapeutic blood level is maintained for 5 days (either oral or by injection.)~~

Students

Accidents/Illness

1. Any students having elevated temperature of 100.4 or higher, or showing evidence of potentially contagious illness with symptoms such as a red throat, moderate to severe cough, nausea, vomiting, suspicious rash, etc. will be excluded from school after proper evaluation. The decision of the school physician and nurse is final in this matter.
2. Exclusion of students for communicable diseases as approved by the school physician as follows:
 - a. Chicken Pox – after all vesicles are dry and crusted (usually 5-7 days)
 - b. German Measles or Rubella – 7 days after onset of rash
 - c. Measles – 9 days after appearance of rash
 - d. Ringworm – none while under proper treatment
 - e. Streptococcal Infection or Scarlet Fever – may return when afebrile x 24 hours with instruction of careful hygiene and hand washing
 - f. Conjunctivitis – may return 24 hours after starting prescribed medication or after medical clearance with instruction of careful hygiene and hand washing
 - g. Infectious Mononucleosis – per physician clearance
 - h. Shingles – may return if lesions can be adequately covered. Student/Staff should not be excluded, as covered lesions seem to pose little risk to susceptible people. Students and staff whose lesions cannot be covered (lesions on face or hands for example) should be excluded until lesions have crusted, or in immunized people without crusting if the lesions are resolving (which may be several days in mild cases to several weeks in more severe cases). Instruction of careful hand washing and hygiene of students and staff with shingles is important.

(cf. 5141.21 – Administering Medication)

Legal Reference: Connecticut General Statutes

10-203 Sanitation-

10-204 Vaccination-

Students

Accidents/Illness

10-204a Required immunizations~~;~~

10-204c Immunity from liability

10-205 Appointment of school medical advisors~~;~~

10-206 Health assessments~~;~~

10-206a Free health assessments~~;~~

10-207 Duties of medical advisers~~;~~

~~5141.1(d)~~

~~5141.2~~

Students

~~Accidents/Illness (continued)~~

~~Legal Reference: ——— Connecticut General Statutes (continued)~~

10-208 Exemption from examination or treatment~~;~~

10-208a Physical activity of student restricted; boards to honor notice~~;~~

10-209 Records not to be public~~;~~

10-210 Notice of disease to be given parent or guardian~~;~~

10-212 School nurses and nurse practitioners~~;~~

10-212a Administration of medicines by school personnel~~;~~

10-213 Dental hygienists~~;~~

Students

Accidents/Illness

10-214 Vision, audiometric and postural screening: When required; notification of parents re defects; record of results. (As amended by PA 96-229 An Act Concerning Scoliosis Screening)

10-214b Compliance report by local or regional board of education.

~~Regulation approved: December 11, 2006 — AMITY REGIONAL SCHOOL DISTRICT NO. 5
— Woodbridge, Connecticut~~

The purpose of this policy is for the Amity Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Amity Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Amity Board of Education, with the advice and approval of the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools. The District's School Medical Advisor (or other qualified physician) shall approve this policy, its regulations and any changes prior to adoption by the Board.

A. Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Advanced practice registered nurse means an individual licensed pursuant to C.G.S. 20-94a.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and for interscholastic and intramural athletic events only, a podiatrist.

Before and after school program means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Department of Public Health. Such programs shall not include public or private entities licensed by the Department of Public Health or Board of Education enhancement programs and extra-curricular activities.

Board of Education means a local or regional Board of Education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

Cartridge injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

Controlled drugs means those drugs as defined in Connecticut General Statutes Section 21a-240.

Cumulative health record means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

Director means the person responsible for the operation and administration of any school readiness program or before and after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

1. the failure to do any of the following as ordered:
 - a. administer a medication to a student;
 - b. administer medication within the time designated by the prescribing physician;
 - c. administer the specific medication prescribed for a student;
 - d. administer the correct dosage of medication;
 - e. administer medication by the proper route; and/or
 - f. administer the medication according to generally accepted standards of practice;
 or
2. the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student.

Extracurricular activities means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before and after school programs and school readiness programs.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.

Occupational therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board for employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Physician assistant means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes.

Principal means the administrator in the school.

Qualified medical professional, as defined in C.G.S. 10-212, means a physician licensed under Chapter 370, an optometrist licensed to practice optometry under Chapter 380, an advanced

practice registered nurse licensed to prescribe in accordance with Section 20-94a or a physician assistant licensed to prescribe in accordance with Section 20-12d.

Qualified personnel for schools means (a) a full-time employee who is a qualified school employee, except that a coach, an athletic trainer, or school paraprofessional need not be a full-time employee. For school readiness programs and before-and after school programs, Directors or Director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

Qualified school employee, as defined in C.G.S. 10-212, means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School medical advisor means a physician appointed pursuant to C.G.S. 10-205.

School nurse means a nurse appointed in accordance with Connecticut General Statutes Section 10-212.

School nurse supervisor means the nurse designated by the local or regional Board of Education as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Supervision means the overseeing of the process of the administration of medication in a school.

Teacher means a person employed full time by a Board of Education who has met the minimum standards as established by that Board for performance as a teacher and has been approved by the School Medical Advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist.

Before or After School Program means any child care program operated and administered by a local or regional board of education exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the Office of Early Childhood or board of education enhancement programs and extra-curricular activities.

Carrier means any school district, educational institution, or person, firm or corporation under contract to such district or institution engaged in the business of transporting students. (C.G.S. 14-212 (2)).

Cartridge Injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Coach means any person holding a coaching permit who is hired by a local or regional board of education to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a student mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before-and-after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

1. the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route;
 - (f) administer the medication according to generally accepted standards of practice; or

2. the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine for the purpose of emergency first aid as permitted by state law and regulations and Section D below.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication Emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational Therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board of employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School bus driver means any person who holds a commercial driver's license with a public passenger endorsement to operate a school bus pursuant to subsection (a) of C.G.S. 14-44.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the local or regional Board of Education as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by Board who has met the minimum standards as established by Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

Regular School Day

The Board of Education (Board) allows students to self-administer medication and qualified personnel for schools to administer medication to students in accordance with the following established procedures. These procedures shall be reviewed and/or revised and approved by the School Medical Advisor, the school nurse and the Board of Education. The District's School Medical Advisor (or other qualified physician) will approve this policy, its regulations and any changes prior to submission to the Board of Education for its approval.

The administration of medication includes the activities of handling, storing, preparing or pouring of medication, conveying it to the student according to the medication order, observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

General Policies on Administration of Medication

~~Pursuant to State Board of Education regulations, a child diagnosed with asthma or an allergic condition who is authorized to self-administer may carry an inhaler or an Epipen or similar device in the school at all times if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN), and such practitioner certifies in writing to the Board of Education that the child needs to keep an asthmatic inhaler or Epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.~~

~~A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.~~

~~In the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon approval of the School Medical Advisor and the school nurse may administer medication to any student in the school following the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.~~

~~Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.~~

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations to this policy.

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

Administration of Medication by Paraprofessionals

A specific paraprofessional, through a plan approved by a school nurse supervisor and School Medical Advisor, may administer medications including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approved plan also requires the written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.

Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse.

The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of

medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulation pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

Storage and Use of Epinephrine Cartridge Injectors (Emergency Administration of Epinephrine to Students without Prior Written Authorization)

A school nurse or, in the absence of a school nurse, a "qualified school employee" who has completed the training required by PA 14-176, shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions, who were not previously known to have serious allergies and who do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

Note: Epipens expire yearly. Therefore schools are responsible for refilling their prescriptions annually.

The school nurse or school principal shall select qualified school employees who voluntarily agree to be trained to administer such epinephrine as emergency first aid. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a supply of epinephrine in cartridge injectors (epipens) for such emergency use.

Note: This requirement pertains only during regular school hours and does not include after-school activities.

The school shall fulfill all conditions and procedures promulgated in the regulations established by the State Board of Education for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid to students who experience allergic reaction and do not have prior written authorization for epinephrine administration.

The school nurse or, in the absence or unavailability of such school nurse, such qualified school employee may administer epinephrine to a student experiencing a life-threatening undiagnosed allergic reaction as emergency first aid, to students who do not have a prior written authorization from a parent or guardian or a prior written order from a qualified medical professional for the administration of epinephrine. A qualified school employee must annually complete the required training program in order to be permitted to administer epinephrine utilizing an epipen.

The parent/guardian of a student may submit, in writing, to the school nurse and school medical advisor, if any, that epinephrine shall not be administered to his/her child permitted by statute. The District shall annually notify parents/guardians of the need to provide such written notice.

The Board of Education, recognizing this emergency use of epinephrine for previously undiagnosed students, per the statute, is to take place during "regular school hours" establishes such hours to be from the arrival of the first students to the school site to the departure of the last bus serving the school at the conclusion of the day's instructional programs.

Administration of Anti-Epileptic Medications to Students

With the written authorization of a student's parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completes the training program developed by the State Department of Education, in consultation with the School Nurse Advisory Council.

In addition the school nurse (and school medical advisor, if any), shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a "qualified school employee" means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the District, coach or school paraprofessional.

(cf. 4112.5/4212.5—Security Check/Fingerprinting)

(cf. 5141—Student Health Services)

Legal Reference: Connecticut General Statutes

10-206 Health Assessment

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198 and PA 14-176 and PA 15-215)

10-220j Blood glucose self testing by children. Guidelines. (as amended by PA 12-198)

19a-900 Use of cartridge injector by staff member of before or after school program, day camp or day care facility.

21a-240 Definitions

29-17a Criminal history checks. Procedure. Fees.

~~52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)~~

~~Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended.~~

~~Code of Federal Regulations: Title 21 Part 1307.2~~

~~20-12d Medical functions performed by physician assistants. Prescription authority.~~

~~20-94a Licensure as advanced practice registered nurse.~~

~~PA 07-241 An Act Concerning Minor Changes to the Education Statutes~~

~~29-17a Criminal history checks. Procedure. Fees.~~

B. General Policies on Administration of Medications

1. Except as provided below in Section D, no medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber;
 - (b) the written authorization of the student's parent or guardian or eligible student; and
 - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
2. Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
3. Except as provided in Section D, medications may be administered only by a licensed nurse; or, in the absence of a licensed nurse, by:
 - (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may

require prompt treatment to protect the student against serious harm or death.

(b) students with chronic medical conditions may be allowed to self-administer medication, provided all of the following conditions are met:

- (i) an authorized prescriber provides a written medication order, including the recommendation for such self-administration;
- (ii) there is a written authorization for self-administration from the student's parent or guardian or eligible student;
- (iii) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate
- (iv) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is self-administering prescribed medication;
- (v) such medication is transported to school and maintained under the student's control in accordance with this policy;
- (vi) controlled drugs, as defined in this policy, may not be self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.

(c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to possess, self-administer or possess and administer medicine including medicine administered through the use of an asthmatic inhaler or an automatic prefilled cartridge injector or similar automatic injectable equipment at all times while attending school or receiving school transportation services, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

- (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
- (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;

- (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma.
 - (iv) Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student;
 - (v) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (d) a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to possess, self-administer or possess and self-administer medicine including use of an automatic prefilled injection cartridge or similar automatic injectable equipment and an asthmatic inhaler at all times while attending school or while receiving school transportation services, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written order requiring the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student;
 - (iv) the conditions for self-administration meet any regulations as

may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

(e) a coach of intramural or interscholastic athletic events or licensed athletic trainer, who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:

- (i) the school nurse has determined that a self-administration plan is not viable;
- (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
- (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section H of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
- (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section E of this policy, when appropriate.

(f) an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, except as provided in Section D below, and the following additional conditions are met:

- (i) medication is administered pursuant to the written order of (A) a physician licensed under chapter 370, (B) an optometrist licensed to practice optometry under chapter 380, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes; and
- (ii) medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor, and under the supervision of the school nurse; and
- (iii) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and

- (iv) the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations
- (g) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:
 - (i) there is written authorization from the student's parents/guardians to administer the medication; and
 - (ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes; and
 - (iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication; and
 - (iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and
 - (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
- (h) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
 - (i) training in administration of medications as part of their basic nursing program;
 - (ii) successful completion of a pharmacology course and subsequent supervised experience; or
 - (iii) supervised experience in the administration of medication while

employed in a health care facility.

4. Medications may also be administered by a parent or guardian to his/her own child on school grounds.
5. Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

1. The Amity Regional School District No. 5 Board of Education permits blood glucose testing by students who have a written order from a physician stating the need and capability of such student to conduct self-testing.
2. The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician stating that such child is capable of conducting self-testing on school grounds.
3. In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
 - (a) The student's parent or guardian has provided written authorization.
 - (b) A written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes.
 - (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.
 - (d) The school nurse shall provide general supervision to the selected school employee.

- (e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon.
- (f) The school nurse and school medical advisor have attested in writing that selected school employee completed the required training.
- (g) The selected school employee voluntarily agrees to serve as one who may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

1. For purposes of this Section D, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day.
2. The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.
 - (a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.
 - (b) In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
3. The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) to maintain and administer the epinephrine in cartridge injectors for the purpose of emergency first aid as described in Paragraph (1) above, in the absence of the school nurse.
 - (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.

- (b) The selected personnel, before conducting such administration, must annually complete the training made available by the Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid.
 - (c) The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.
- 4. Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (2) above shall be on the grounds of each school during regular school hours.
- 5. The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication; and the Regulations adopted by the Department of Education.
- 6. The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.
 - (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine;
 - (b) The Board shall annually notify parents or guardians of the need to provide such written notice.
- 7. Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:
 - (a) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and
 - (ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.
 - (b) A medication administration record shall be
 - (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section E of this policy.

E. Documentation and Record Keeping

- (1) Each school or before-and-after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:
 - (a) the name of the student;
 - (b) the student's state-assigned student identifier (SASID);
 - (c) the name of the medication;
 - (d) the dosage of the medication;
 - (e) the route of the administration, (i.e., oral, topical, inhalant, etc.);
 - (f) the frequency of administration;
 - (g) the name of the authorized prescriber;
 - (h) the dates for initiating and terminating the administration of medication, including extended year programs;
 - (i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
 - (j) the date the medication is to be reordered (if any);
 - (k) any student allergies to food and/or medication(s);
 - (l) the date and time of each administration or omission, including the reason for any omission;
 - (m) the dose or amount of each medication administered; and,
 - (n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication;
 - (o) conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.
- (3) Written orders of authorized prescribers, written authorizations of parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) Authorized prescribers may make verbal orders, including telephone orders, for a change in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and

must be received within three (3) school days.

(5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.

(a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section MS of the Connecticut Record Retention Schedules for Municipalities, so long as it is superseded by a summary on the student health record.

(b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.

(6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:

(a) a medication administration record for each student shall be maintained in the athletic offices;

(b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;

(c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and

(d) the administration of medication record must be submitted to the school nurse at the end of each sports season and filed in the student's cumulative health record.

F. Errors in Medication Administration

(1) Whenever any error in medication administration occurs, the following procedures shall apply:

(a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this

policy if necessary;

- (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s).
- (c) the principal shall notify the Superintendent or the Superintendent's designee.
- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.
- (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

G. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) use of the 911 emergency response system;
 - (b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (c) administration of emergency medication in accordance with this policy;
 - (d) contact with a poison control center; and

- (e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

H. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to the following:

 - (a) availability on a regularly scheduled basis to:

 - (i) review orders or changes in orders, and communicate these to personnel designated to give medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given properly;
 - (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and to identified paraprofessionals designated in accordance with Section B(3)(t), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;
 - (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(t), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and

interscholastic athletics as provided by this policy;

- (v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes; and
- (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.

(b) In addition, the school nurse shall be responsible for:

- (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
- (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
- (iii) perform observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, who have been newly trained to administer medications; and,
- (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, regarding the needs of any student receiving medication.

I. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, who are designated to administer medications shall at least annually receive training in their safe administration; and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapist employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals

designated in accordance with Section B(3)(f), above, shall be allowed to administer medications.

- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, shall include, but is not necessarily limited to the following:
 - (a) the general principles of safe administration of medication;
 - (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping;
 - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
- (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) who administer epinephrine as emergency first aid, pursuant to Section D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.
- (4) The Board shall maintain documentation of medication administration training as follows:
 - (a) dates of general and student-specific trainings;
 - (b) content of the trainings;
 - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
 - (d) names and credentials of the nurse or school medical advisor, if any, trainer or trainers.
- (5) Licensed practical nurses may not conduct training in the administration of medication to another individual.
- (6) By June 30, 2019, school transportation carriers must provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("Epi-Pen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life-threatening allergic reaction. Such training can be

completed online, provided the online module fulfills the legislative requirement.

- (7) Beginning July 1, 2019, each carrier must provide the training to school bus drivers (1) following the issuance or renewal of a public passenger endorsement to operate a school bus for carrier employees, and (2) upon the hiring of a school bus driver who is not employed by such carrier (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.

J. Handling, Storage and Disposal of Medications

1. All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(e) above, and epinephrine to be used for emergency first aid in accordance with Section D above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(e) above.
2. The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine to be used as emergency first aid in accordance with Section D above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.
3. The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine intended for emergency first aid in accordance with Section D above.
4. **Emergency Medications**
 - (a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, or in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication;

- (b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
- 5. All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location, used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- 6. Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.
- 7. All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.
- 8. At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- 9. Medications that must be refrigerated shall be stored in a refrigerator, at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medication may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box which is affixed to the refrigerator shelf.
- 10. All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
 - (a) non controlled drugs shall be destroyed in the presence of at least one witness;
 - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262- 3 of the Regulations of Connecticut State Agencies;

(c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue and jointly documented on the student medication administration record and on a medication e1Tor form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.

11. Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:

- (a) in containers for the exclusive use of holding medications;
- (b) in locations that preserve the integrity of the medication;
- (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
- (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.

12. In no event shall a school store more than a three (3) month supply of a medication for a student.

K. Review and Revision of Policy

In accordance with the provisions of Section 10-212a-2(a), the Board of Education shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, if any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal Reference: Connecticut General Statutes

10-206 Health Assessment

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198, PA 14-176, PA 15-215 and PA 18-185)

10-212c Life-threatening food allergies and glycogen storage disease: Guidelines; district plans (as amended by PA 18-185)

10-220j Blood glucose self-testing by children. Guidelines. (as amended by PA 12-198)

19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.

21a-240 Definitions

29-17a Criminal history checks. Procedure. Fees.

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors and PA 18-185, An Act Concerning the Recommendation of the Task Force on Life-Threatening Food Allergies in Schools)

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended.

Code of Federal Regulations: Title 21 Part 1307.2

20-12d Medical functions performed by physician assistants. Prescription authority.

20-94a Licensure as advanced practice registered nurse.

PA 18-185 An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools)

Policy adopted:

cps 12/15
rev 10/18

Students Electronic Devices

5131.81

Students Electronic

Device

Use of Cell Phones and Other Electronic Communication Device Communication Devices

The Amity Regional School District (ARSD) recognizes the safety and educational value of students having cell phones or other personal electronic ~~electronic~~ communication devices in their possession while at school. At the same time, the Board is cognizant of the potential disruption that cell phones or other personal electronic communication devices can cause in school. Due to the proliferation of cell phones/smartwatches and other personal electronic communication devices, and their increasing sophistication, the frequency of interruptions to the educational process is inherent.

Therefore, the ARSD adopts this policy with the goal of defining permissible use by students of cell phones and other electronic devices while minimizing disruption to the educational process. This policy must be read in conjunction with Board Policy 6141.321, and its regulations and any administrative guidelines for such use.

For purposes of this policy, the term ‘cell phone’ refers to any portable phone or communication device that may or may not also have computing capability. The term smartwatch refers to any mobile computing device with a touchscreen display that may or may not connect to a smartphone, designed to be worn on the wrist.

While certain ~~electronic communication devices~~ electronic- communication devices are allowed in school, use shall be in accordance with the following following requirements: regulations apply:-

- Cellular telephones, ~~paggers/beepers~~ shall be turned off during instructional or class time, during passing times between classes and at any school-sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption unless there is a bona fide health or safety emergency. Teachers may allow student use of personal electronic devices, including cell phones, for appropriate educational purposes.

- Use and possession of a remotely activated paging device such as a pager/beeper is prohibited unless a student obtains the written permission of the school principal for such possession and use. The principal shall grant such permission only if the student or his parent or guardian establishes to the satisfaction of the principal that a reasonable basis exists for the possession and use of the device.

Students Electronic Devices

- Devices operated in violation of this rule ~~shall~~may be confiscated and not returned until, where appropriate, a parent/guardian conference has been held.
- —Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations ~~shall~~may be subject to discipline and the device ~~shall~~may be confiscated and

Students Electronic Devices

• not returned until a parent conference has been held. Students violating this rule ~~will~~may be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

- If students are authorized to use cell phones/smartwatches or other personal electronic communication devices while in school, their use must comply with policies and regulations related to acceptable use of technology in the ARSD. The Board considers allowing students to bring to school such devices to be a privilege and not a right. The Board authorizes the Superintendent or his/her designee to revoke this privilege if a student fails to adhere to the guidelines and/or the ARSD's Acceptable Use and student Conduct/discipline policies.
- The use of cell phones/personal electronic communication devices in violation of Board policies and/or regulations or state/federal laws could result in discipline up to and including suspension or expulsion, and referral to law enforcement officials.
- The ARSD shall not be liable for the loss, damage or misuse of any personal communication device brought from home.
- The Board directs the Superintendent or his/her designee to develop conduct and curricular guidelines for the use of cell phones or personal electronic communication devices at the middle and high school levels aimed at promoting an optimal learning environment.
- The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images, photographs or videos, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person sexting, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this policy and ARSD student codes of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, as deemed appropriate.
- Employing the photographic, videographic, audio recording or reproduction capacity of any electronic device for the purposes of photographing, video capture, recording or reproduction of the same of any student or staff person without the express consent of the individual, or under the supervision of a teacher or administrator for approved academic purposes is prohibited. This section applies at all times while on school premises including school buses or at school sponsored events, regardless of the location.
- An administrator may search a student's cell phone/smartwatch or other personal communication device if the administrator has reasonable suspicion that a search will reveal that a law, Board policy, regulation or school rule has been violated. The search must be reasonable in scope. Administrators may not search a student's cell phone/smartwatch or other personal

Students Electronic Devices

communication device if the student's conduct consisted only of having such device out and/or using such device at an inappropriate time in violation of Board policy or school rules. However, under such circumstances, an administrator may confiscate the device and return it to the student at a later appropriate time; return may be conditioned upon a meeting with a student's parent/guardian. If the administrator has reasonable suspicion that the search will turn up evidence of sexting (i.e. nude and/or sexually explicit pictures of children), the administrator shall contact police officials prior to conducting a search. An administrator shall hand over to the police any evidence related to the potential commission of a crime.

~~• Students found to be using any electronic communications device in violation of these rules shall be subject to disciplinary action. Where appropriate, police authorities may be contacted.~~

~~• Mp3 type players Use of electronic devices that stream music will be permissible if used with headphones ~~will be allowed~~ provided the device is ~~not~~ used during class and is only used in locations and at times as directed by school personnel.~~ Care for these items is the student's responsibility. Any inappropriate use will result in confiscation.

~~•~~

Legal References:

Connecticut General Statutes

10-233j Student possession and use of telecommunications devices

31-48d Employees engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil Penalties

53a-182 Disorderly Conduct. Class C misdemeanor

53a-183 Harassment in the second degree: Class C misdemeanor

53a-250 Definitions

Federal statutes and case law

Electronic Communication Privacy Act, 28 U.S.C. §§2510 through 2520

Eisner v. Stamford Board of Education, 440 F. 2d 803 (2nd Cir 1971)

Trachtman v. Anker, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S. 925 (1978)

Students Electronic Devices

Hazelwood School District v. Ruhlmeir, 484 U.S. 260, 108 S Ct 562 (1988)

Bethel School District v. Fraser, 478 US 675 (1986)

Tinker v. Des Moines Independent Community Dist., 393 US 503, (1969)

New Jersey v. T.L.O., 469 U.S. 325; 105 S. Ct. 733

Safford Unified District # 1 v. Redding, 129 S. Ct. 2633

Policy adopted:

Revised:

Instruction

6141.321(a)

Instruction

Acceptable Use of Computers and Technology

Internet/Computer Networks Use

The Internet and electronic communications (e-mail, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, and use problem-solving skills, and hone computer and research skills that employers demand. A main goal of internet/computer use is the development of creative and innovation thought by students. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the District. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it shall take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of District computers and computer systems to avoid contact with material or information that may be harmful to minors.

Safe Usage and Monitoring of District Technology

While the Internet/Intranet can provide students with a vast array of educational and informational resources, it can also be a window through which students can access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. All reasonable efforts will be made to ensure that students are not accessing such material.

In order to ensure the safety of its students, the ARSD subscribes to an Internet filtering service that blocks websites with potentially harmful material. The filter blocks objectionable sites from the

Policy adopted: August 13, 2007 AMITY REGIONAL SCHOOL DISTRICT NO. 5

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Instruction

District's computers and restricts the ability to chat. The Board recognizes that given the scope of the Internet, the filter may not restrict access to all controversial or potentially inappropriate materials. The possibility of accessing such material does not mean that the Board endorses such content or consents to the accessing of such material. ARSD staff shall supervise student use of the Internet.

The building principal will serve as the building-level coordinator for the ARSD system, will approve building-level activities, ensure teachers receive proper training in the use of the system and the

Instruction

requirements of this policy, establish a system to ensure adequate supervision of students using the system, shall maintain executed user agreements, and will be responsible for interpreting the District Acceptable Use Policy at the building level.

It is important to give student assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of students' access to the Internet/Intranet would be impossible. While teachers and other staff will make reasonable efforts to supervise and monitor student use of District technology, they must have student and parent cooperation in exercising and promoting responsible use. Students will be educated about appropriate and safe online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response.

The ARSD reserves the right to obtain software alert system to aid the District in monitoring student use of District technology occurring both on and off school grounds. The focus of such a program is to identify potential self-harm, suicidal ideation and cyberbullying by students. ARSD does **not** assume any duty or obligation to continuously monitor notifications or alerts and disclaims liability in accordance a full disclaimer statement provided to parents and students for their review. ARSD is under no obligation to obtain a software alert system and may discontinue use of an alert program without notice to students or parents. ~~When-~~

Blocking or Filtering Obscene, Pornographic and Harmful Information

Software that blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board, shall be installed on all District computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise in violation of this policy to the supervising staff member. All devices using the Amity network will comply with recruiting standards as defined by the District.

No Expectation of Privacy

District computers and computer systems are owned by the District and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through District computers and computer systems shall remain the property of the District.

Instruction

6141.321(b)

Instruction

Internet/Computer Networks Use (continued)

Confidentiality

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is placed onto the network.

Acceptable Use Agreement

Individual users of the ARSD Network are responsible for their use of the network and other District technology and are expected to use it responsibly and lawfully. Students are to utilize the District's computers, networks, and Internet services and other District technology for school-related purposes only. This includes the use of email and social networks.

Students and parents are required to sign an Acceptable Use of Computers and Technology agreement each school year in order for a student to be authorized to access the ARSD's computers, networks and Internet services or other District technology.

In signing the agreement, the students and their parents acknowledge having read this policy and accompanying regulations and that they accept it in its entirety, including the provisions regarding the monitoring and review of student technology activity. If the student is 18 or older, a parent/guardian signature is not required.

Students who use ARSD computers, networks and Internet services for personal or non-academic purposes will be subject to disciplinary action in accordance with this policy, its regulations, District student codes of conduct, and state law. Any incidental use by student must be with the permission of a teacher or administrator and for good reason.

A student and his parents may be responsible for costs associated with the repair or replacement of ARSD technology as a result of damage caused by a student through vandalism ~~or~~ or irresponsible use.

Prohibitions

Inappropriate communications or other unacceptable uses or abuses of all ARSD technology, including all hardware/software, all electronic files/communications stored on or transmitted on District computers are prohibited. Specifically prohibited is **any illegal use, or use that is a violation of Board policies, regulations, or school rules** including, but not limited to, those prohibiting harassment, discrimination, bullying, defamation, violence, threatening, infringement of copyright or trademark laws, use involving obscene or pornographic materials or use that harms the reputation of the school District or its employees or disrupts the educational environment or

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causes damage to District technologies or services.

Prohibited also is student use of ARSD technology for Internet **social networking** if such use is **not directed by a teacher or school administrator** in support of planned and approved learning activities. Students are strictly prohibited from using District technology to access personal social networking sites at any time. Students are also prohibited from using their personal electronic

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devices to view, access or use personal social networking sites during the school day.

The District will not be liable for information/comments posted by students on ARSD social media websites that violate District policy, regulations, school rules or state or federal law. The opinions expressed therein by students shall not be construed to represent the opinion of the school District. The District will not be liable for any information/comments posted by students to personal social networking sites. The District will not be responsible for any damages suffered by any user in the use of and/or access to District computers, networks, or the Internet and will not be responsible for unauthorized financial obligations resulting from such use or access.

Discipline Resulting from Violations

The use of the District's computer systems, networks, the Internet or other District technology is a privilege, not a right. Students are expected to follow board of education policy and regulations at all times when using District computers, networks, the Internet or other District technology and when engaging in any permitted use of personal technology on school grounds.

Failure to follow this policy and its regulations and others related to the use of technology in and outside of school may lead to disciplinary action up to and including suspension and expulsion as well as the loss of privileges to use technology in one or more locations within the school for specific periods of time. Illegal activity will also be reported to appropriate authorities. The Superintendent or his/her designee reserves the right to eliminate use of the District's computer systems or other District technology by any student at any time.

School System Property

All ARSD computers including all hardware/software, all electronic files/communications stored on or transmitted on District computers and other District technology are the property of the District and remain under the control, custody and supervision of the ARSD. The ARSD reserves the right to monitor, inspect, copy, review and store, without prior notice information about the content and usage of ARSD computers, networks, Internet/Intranet and all other District technology used by students.

Students should have no expectation of privacy in their use of District computers, networks or other technology.

Regulations

The Board of Education directs the Superintendent or his/her designee to develop regulations for the acceptable and safe use of ARSD computers and technology including, but not limited to electronic email, instant messaging, and use of social networking sites, chat rooms, and cyberbullying awareness and response.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and accompanying regulations and for advising the Board of the need for any future amendments or revisions to the policy/regulations.

The failure of any student or staff member to follow the terms of the authorization form, or this

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~~policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.~~

(cf. 6141.321 – Acceptable Use of the Internet)

(cf. 6141.322 – Web Sites/Pages)

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Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

10-222d policy on bullying behavior, as amended by PA 11- 232

10-233c suspension of pupils

10-233d expulsion of pupils

10-53a-196g Possessing child pornography: affirmative

defenses

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

53a-182b. Harassment in the first degree: Class D felony. (as amended by PA 95-143)

53a-183 Harassment in the second degree

53a-250 et seq. re computer-related offenses

28 USC 2510 through 2520, Electronics Communication

Privacy Act, 20 USC 6751-6777 Enhancing Education

Through Technology Act, No Child Left Behind Act, Title II,

Part D 6777 Internet Safety

20 U.S.C. 254 Children's Internet Protection Act

of 2000 47 USC 254 Universal service discounts

(E-rate Code of Federal Regulations, Title 47

54.520 Internet safety policy Protecting Children

in the 21st Century Act § 215; 47 U.S.C. §

254(h)(5)(B)

20 U.S.C. Section 6777, No Child Left Behind Act

20 U.S.C. 254 Children's Internet Protection Act of 2000

47 U.S.C. Children's Online Protection Act of 1998

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Policy adopted: August 13, 2007 AMITY REGIONAL SCHOOL DISTRICT NO. 5

Woodbridge, Connecticut

Instruction

6141.321(e)

Instruction

Internet/Computer Networks Use

Legal Reference: (continued)

Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Reno v. ACLU, 521 U.S. 844 (1997)
Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)
Board of Education v. Pico, 457 U.S. 868 (1988)
Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

Students

Attendance Areas

Attendance areas for the middle schools will be determined by the Amity Regional School District No. 5 Board of Education and may be adjusted from time to time to balance school populations. As a normal practice, all middle school students, except those assigned to particular classes by a Planning and Placement Team, shall attend the middle school designated for the geographic area covering their home address.

The Superintendent shall recommend changes to middle school attendance zones with consideration of the following factors:

- Safety of students
- Student educational needs
- Education programs in each school
- Optimum use of school facilities
- Ages of students served
- Racial/ethnic balance

Consideration for Middle School Reassignment

In extraordinary situations, the parent/guardian of a middle school student may request that the Superintendent allow their student to attend a middle school other than the one designated by the Board of Education for their home address under the following guidelines:

1. The request must be submitted in writing and specify the reason for the request.
2. The reassignment, if approved, neither displaces a student normally assigned to the school nor increases class size beyond acceptable limits.
3. The parent/guardian of the reassigned student must provide for the student's transportation to and from school.
4. The reassignment is for one year only. Parents/guardians who wish for their student to remain in the reassigned school for more than one year must annually reapply.

When considering whether to allow the reassignment of a student, the Superintendent shall consider what is in the best interest of the child.

Certified employees of the District who reside in Bethany, Orange, or Woodbridge will be allowed to have their children attend the middle school in which they work, should they so choose. In such situations, the employee will be responsible for transporting their children to and from the school.

The Superintendent has the final authority over student placement.

Students

Attendance Areas

Legal Reference: Connecticut General Statutes:

- 10-220. Duties of boards of education.
- 10-226a Documentation of pupils and teachers of racial minorities and pupils eligible for free or reduced price lunches.
- 10-226b Existence of racial imbalance. 10-226c
Plan to correct imbalance.
- 10-226d Approval of plan by state board.

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Theresa Lumas
Director of Finance and Administration
terry.lumas@reg5.k12.ct.us

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, 2019 Enrollment Report

Date: October 9, 2019

Attached to this memorandum is the October 1, 2019 enrollment report. There is a current net increase in enrollment of 27 students. This enrollment count is used to determine the member town allocations for the 2020-2021 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 2019	401	1,114	702	2,217
October 2018	402	1,114	674	2,190
Net Change	(1)	-	28	27
Fiscal Year 2019-2020	18.088%	50.248%	31.664%	100.000%
Fiscal Year 2018-2019	18.356%	50.868%	30.776%	100.000%
Net Change	-0.268%	-0.620%	0.888%	
Change in Member Town Allocations with a 0% Budget Increase for 2020-2021				
	Bethany	Orange	Woodbridge	Total
Enrollment Shift	\$ (130,323)	\$ (301,493)	\$ 431,816	\$ -

ENROLLMENT REPORT OCTOBER 1, 2019

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		56	51	55	35	49	50	62	63	53	56	59	68	91	Gr 7: 0 Gr 8: 0 Gr 9: 0 Gr 10: 0 Gr 11: 0 Gr 12: 4 Total: 4	Gr 7: 0 Gr 8: 0 Gr 9: 2 Gr 10: 2 Gr 11: 3 Gr 12: 0 Total: 7	401	5	1	0	407
Orange	43	189	159	155	183	158	178	170	178	191	164	199	167	194	Gr 7: 2 Gr 8: 4 Gr 9: 2 Gr 10: 3 Gr 11: 0 Gr 12: 3 Total: 14	Gr 7: 0 Gr 8: 0 Gr 9: 1 Gr 10: 1 Gr 11: 3 Gr 12: 2 Total: 7	1,114	3	0	0	1,117
Woodbridge	16	98	104	123	117	124	128	132	111	112	106	131	125	106	Gr 7: 2 Gr 8: 1 Gr 9: 0 Gr 10: 3 Gr 11: 0 Gr 12: 2 Total: 8	Gr 7: 0 Gr 8: 0 Gr 9: 1 Gr 10: 0 Gr 11: 1 Gr 12: 1 Total: 3	702	10	5	1	718
Category Totals	59	343	314	333	335	331	356	364	352	356	326	389	360	391	26	17	2217	18	6	1	2242

Bethany Elementary:	358
Orange Elementary:	1235
Woodbridge Elementary	842
TOTAL	2435

GRAND TOTAL FOR GRADES 7-12: 2242

*** Subtotal - To be used for A.D.M. calculation for budget process 2217**

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

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

To: Dr. Jennifer Byars, Superintendent of Schools

From: Theresa Lumas, Director of Finance and Administration

Re: Award of Contracts of \$35,000 or More

Date: October 9, 2019

Facilities:

1. HVAC:

A bid was issued for the replacement of Fan Coil Unit 28A, which feeds the custodial area at Amity Regional High School. The unit has exceeded its life expectancy and was included in the vanZelm report to be replaced. Specifications and bid documents were developed by vanZelm Engineering. A mandatory pre-bid meeting was held on September 10, 2019, and was attended by five prospective bidders. Bids were opened on September 24, 2019. Three vendors submitted bids. Bids ranged from \$50,200 to \$69,600. Sav-Mor Cooling and Heating Inc. of Southington, CT, was the low bidder at \$50,200. Sav-Mor Cooling and Heating Inc. successfully completed multiple air handler replacement projects for Amity in the recent past. Funding for this project will come from the remaining balance from the previous bond referendum for HVAC projects.

Mr. Saisa recommends the award of the contract for the replacement of FCU 28A be awarded to Sav-Mor Cooling and Heating Inc., of Southington, CT, for a price of \$50,200.

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

...the replacement of Fan Coil Unit 28A in the custodial area at Amity Regional High School at the bid price of \$50,200 to Sav-Mor Cooling and Heating Inc. of Southington, CT.

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



Theresa Lumas
Director of Finance and Administration
terry.lumas@reg5.k12.ct.us

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

To: Dr. Jennifer Byars, Superintendent of Schools
From: Theresa Lumas, Director of Finance and Administration
Re: Resolution for Appropriations and Borrowing Authorizations
Date: October 9, 2019

On September 9, 2019 The Finance Committee voted to recommend to the Board of Education that the District Administration prepare for a referendum and subsequent bond for costs related to various improvements at Amity Regional High School, Amity Middle School, Bethany Campus, and Amity Middle School, Orange Campus contemplated to include two questions. The first question relates to these projects (a) at Amity Regional High School, replacement of the eight air handlers with combination heating/cooling units, replacement of the air handlers serving the counseling area, main gym, student street, several classrooms and cafeteria, addition of air-conditioning to the auxiliary gym, variable air volume (VAV) controls and zoning modifications in the counseling area, refurbishment of chillers, and replacement of various parking lots and driveway areas, (b) at Amity Middle School, Bethany Campus, design and installation of acoustical improvements in the cafeterias, gymnasiums and music rooms, and (c) at Amity Middle School, Orange Campus, design and installation of acoustical improvements in the cafeterias, gymnasiums and music rooms.

The second question relates to these projects for various athletic facility improvements at Amity Regional High School, contemplated to include: (a) at the stadium field, replacement of the track with a post-tensioned concrete track, and installation of field lights, a scoreboard and an all-weather field, and (b) at field #3, installation of a walkway to provide access in accordance with the Americans with Disabilities Act, bleachers and a scoreboard.

The Board also took action on directing the District Administration to begin the planning process on the proposed bond at the September 9, 2019 regular Board meeting. If the Board votes to move forward with the proposed bond, they must set a date for a District meeting at which time the Public is provided with information but no vote is taken. In setting the date for the District meeting, the meeting notice must be posted at the Member Towns and the District, and published in a newspaper at least five (5) days before the District meeting (including the day of the publication/posting, intervening weekend days and holidays, but excluding the day of the meeting).

The enclosed motion and resolution has been prepared by Douglas W. Gillette of Day Pitney LLP, who is our bond counsel. The resolution will need to include the place and date of the District Meeting (e.g., ... authorized to cause a district meeting to be called for the purpose of conduct a public hearing in the **Presentation Room of Amity Regional High School on Tuesday, October 29, 2019 at 6:30 P.M.)**

A Special Board meeting has been set for immediately following the District Meeting-Public Hearing to take further actions including place for the purpose passing the appropriate resolutions and establishing the referendum date and directing the preparation of explanatory text.

Enclosures

For Amity Finance Committee:

Recommend the Amity Board of Education:

For the Amity Board of Education:

1. *“To consider and act upon a resolution with respect to recommendations for an appropriation and borrowing authorization for costs related to various improvements at Amity Regional High School, Amity Middle School, Bethany Campus and Amity Middle School, Orange Campus.*

Full resolution is attached.

2. *To consider and act upon a resolution with respect to recommendations for an appropriation and borrowing authorization for costs related to various athletic facility improvements at Amity Regional High School.”*

Full resolution is attached.

RESOLUTION OF BOARD OF EDUCATION
OF REGIONAL SCHOOL DISTRICT NUMBER 5
(October 21, 2019)

RESOLVED, That the officers of the Board of Education and the Superintendent are authorized to cause a district meeting to be called for the purpose of conducting a public hearing in the Presentation Room of Amity Regional High School on Tuesday, October 29, 2019 at 6:30 P.M. with respect to the following recommendations of the Board, which recommendations are hereby approved:

1. That \$3,194,300 be appropriated for costs related to various improvements at Amity Regional High School, Amity Middle School, Bethany Campus, and Amity Middle School, Orange Campus contemplated to include: (a) at Amity Regional High School, replacement of the eight air handlers with combination heating/cooling units, replacement of the air handlers serving the counseling area, main gym, student street, several classrooms and cafeteria, addition of air-conditioning to the auxiliary gym, variable air volume (VAV) controls and zoning modifications in the counseling area, refurbishment of chillers, and replacement of various parking lots and driveway areas, (b) at Amity Middle School, Bethany Campus, design and installation of acoustical improvements in the cafeterias, gymnasiums and music rooms, and (c) at Amity Middle School, Orange Campus, design and installation of acoustical improvements in the cafeterias, gymnasiums and music rooms. The appropriation may be spent for design, construction, acquisition and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education shall be authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.

2. That \$3,194,300 bonds and temporary notes of the District be authorized to finance the appropriation.

3. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to require the District and its member towns to comply with applicable federal income tax requirements for tax-exempt bonds.

4. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.

5. That the aforesaid bond, note and temporary note authorization shall be submitted to referendum vote by the electors and citizens qualified to vote in the towns of the District.

FURTHER RESOLVED, That the applicable portions of the project be referred to the respective Planning and Zoning Commissions of the District's member towns for reports pursuant to Section 8-24 of the Connecticut General Statutes.

RESOLUTION OF BOARD OF EDUCATION
OF REGIONAL SCHOOL DISTRICT NUMBER 5
(October 21, 2019)

RESOLVED, That the officers of the Board of Education and the Superintendent are authorized to cause a district meeting to be called for the purpose of conducting a public hearing in the Presentation Room of Amity Regional High School on Tuesday, October 29, 2019 at 6:30 P.M. with respect to the following recommendations of the Board, which recommendations are hereby approved:

1. That \$3,538,000 be appropriated for costs related to various athletic facility improvements at Amity Regional High School, contemplated to include: (a) at the stadium field, replacement of the track with a post-tensioned concrete track, and installation of field lights, a scoreboard and an all-weather field, and (b) at field #3, installation of a walkway to provide access in accordance with the Americans with Disabilities Act, bleachers and a scoreboard. The appropriation may be spent for design, acquisition and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education shall be authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.

2. That \$3,538,000 bonds and temporary notes of the District be authorized to finance the appropriation.

3. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to require the District and its member towns to comply with applicable federal income tax requirements for tax-exempt bonds.

4. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.

5. That the aforesaid bond, note and temporary note authorization shall be submitted to referendum vote by the electors and citizens qualified to vote in the towns of the District.

FURTHER RESOLVED, That the project be referred to the Woodbridge Planning and Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes.

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	AUG 20	CHANGE	SEPT 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./ (DECR.)	FORECAST	OVER/(UNDER)	UNF
1	MEMBER TOWN ALLOCATIONS	48,190,256	48,627,967	48,627,967	0	48,627,967	0	FAV
2	OTHER REVENUE	324,088	248,577	312,355	(20,377)	291,978	43,401	FAV
3	OTHER STATE GRANTS	798,102	592,878	592,878	0	592,878	0	FAV
4	MISCELLANEOUS INCOME	92,101	78,885	78,885	0	78,885	0	FAV
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	TOTAL REVENUES	49,404,547	49,548,307	49,612,085	(20,377)	49,591,708	43,401	FAV
7	SALARIES	25,482,003	26,655,424	26,655,424	(36,246)	26,619,178	(36,246)	FAV
8	BENEFITS	5,641,173	5,980,496	5,959,002	58,731	6,017,733	37,237	UNF
9	PURCHASED SERVICES	7,863,484	8,497,804	7,910,228	104,172	8,014,400	(483,404)	FAV
10	DEBT SERVICE	4,567,838	4,559,210	4,559,210	0	4,559,210	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	3,050,834	2,973,028	2,979,269	55,491	3,034,760	61,732	UNF
12	EQUIPMENT	272,162	250,547	250,547	0	250,547	0	FAV
13	IMPROVEMENTS / CONTINGENCY	365,447	464,000	457,759	(49,500)	408,259	(55,741)	FAV
14	DUES AND FEES	127,505	167,798	167,798	0	167,798	0	FAV
15	TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	47,370,446	49,548,307	48,939,237	132,648	49,071,885	(476,422)	FAV
17	SUBTOTAL	2,034,101	0	672,848	(153,025)	519,823	519,823	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	166,245	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	2,200,346	0	672,848	(153,025)	519,823	519,823	FAV

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

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	AUG 20	CHANGE	SEPT 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.))	FORECAST	OVER/(UNDER)	UNF
1	BETHANY ALLOCATION	9,295,901	8,926,150	8,926,150	0	8,926,150	0	FAV
2	ORANGE ALLOCATION	24,181,870	24,736,074	24,736,074	0	24,736,074	0	FAV
3	WOODBIDGE ALLOCATION	14,712,485	14,965,743	14,965,743	0	14,965,743	0	FAV
4	MEMBER TOWN ALLOCATIONS	48,190,256	48,627,967	48,627,967	0	48,627,967	0	FAV
5	ADULT EDUCATION	3,626	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	35,969	29,000	29,000	0	29,000	0	FAV
7	INVESTMENT INCOME	130,966	75,000	75,000	0	75,000	0	FAV
8	ATHLETICS	18,375	25,000	25,000	0	25,000	0	FAV
9	TUITION REVENUE	108,642	90,535	154,313	(20,377)	133,936	43,401	FAV
10	TRANSPORTATION INCOME	26,510	26,000	26,000	0	26,000	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	324,088	248,577	312,355	(20,377)	291,978	43,401	FAV
13	OTHER STATE GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	798,102	592,878	592,878	0	592,878	0	FAV
15	OTHER STATE GRANTS	798,102	592,878	592,878	0	592,878	0	FAV
16	RENTAL INCOME	12,850	21,000	21,000	0	21,000	0	FAV
17	INTERGOVERNMENTAL REVENUE	29,572	32,885	32,885	0	32,885	0	FAV
18	OTHER REVENUE	49,679	25,000	25,000	0	25,000	0	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	92,101	78,885	78,885	0	78,885	0	FAV
21	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
22	TOTAL REVENUES	49,404,547	49,548,307	49,612,085	(20,377)	49,591,708	43,401	FAV

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

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	AUG 20	CHANGE	SEPT 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.))	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	20,935,666	21,776,498	21,776,498	(62,022)	21,714,476	(62,022)	FAV
2	5112-CLASSIFIED SALARIES	4,546,337	4,878,926	4,878,926	25,776	4,904,702	25,776	UNF
3	SALARIES	25,482,003	26,655,424	26,655,424	(36,246)	26,619,178	(36,246)	FAV
4	5200-MEDICARE - ER	345,833	364,933	364,933	18,654	383,587	18,654	UNF
5	5210-FICA - ER	281,164	287,766	287,766	17,665	305,431	17,665	UNF
6	5220-WORKERS' COMPENSATION	226,473	237,774	216,280	0	216,280	(21,494)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,696,434	4,060,498	4,060,498	0	4,060,498	0	FAV
8	5860-OPEB TRUST	62,910	40,950	40,950	0	40,950	0	FAV
9	5260-LIFE INSURANCE	41,677	44,579	44,579	0	44,579	0	FAV
10	5275-DISABILITY INSURANCE	9,501	10,222	10,222	0	10,222	0	FAV
11	5280-PENSION PLAN - CLASSIFIED	892,845	851,987	851,987	0	851,987	0	FAV
12	5281- DEFINED CONTRIBUTION RETIREMENT PLAN	70,117	69,787	69,787	22,412	92,199	22,412	UNF
12	5282-RETIREMENT SICK LEAVE - CERT	1,921	0	0	0	0	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	1,000	0	0	0	0	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	1,000	0	0	0	0	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	9,110	10,000	10,000	0	10,000	0	FAV
16	5291-CLOTHING ALLOWANCE	1,188	2,000	2,000	0	2,000	0	FAV
17	BENEFITS	5,641,173	5,980,496	5,959,002	58,731	6,017,733	37,237	UNF
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	18,005	39,700	39,700	0	39,700	0	FAV
19	5327-DATA PROCESSING	90,178	95,276	95,276	0	95,276	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,297,214	1,467,869	1,467,869	(2,600)	1,465,269	(2,600)	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	80,176	118,750	118,750	0	118,750	0	FAV
22	5510-PUPIL TRANSPORTATION	2,864,785	3,100,537	3,036,745	125,497	3,162,242	61,705	UNF
23	5521-GENERAL LIABILITY INSURANCE	232,530	243,217	239,163	0	239,163	(4,054)	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	130,974	115,356	109,876	0	109,876	(5,480)	FAV
25	5560-TUITION EXPENSE	3,072,286	3,213,232	2,698,982	(18,725)	2,680,257	(532,975)	FAV
26	5590-OTHER PURCHASED SERVICES	77,336	103,867	103,867	0	103,867	0	FAV
27	PURCHASED SERVICES	7,863,484	8,497,804	7,910,228	104,172	8,014,400	(483,404)	FAV

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

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	AUG 20	CHANGE	SEPT 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.))	FORECAST	OVER/(UNDER)	UNF
28	5830-INTEREST	717,838	809,210	809,210	0	809,210	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,850,000	3,750,000	3,750,000	0	3,750,000	0	FAV
30	DEBT SERVICE	4,567,838	4,559,210	4,559,210	0	4,559,210	0	FAV
31	5410-UTILITIES, EXCLUDING HEAT	667,107	696,046	696,046	5,991	702,037	5,991	UNF
32	5420-REPAIRS, MAINTENANCE & CLEANING	837,744	752,384	758,625	49,500	808,125	55,741	UNF
33	5611-INSTRUCTIONAL SUPPLIES	358,160	382,393	382,393	0	382,393	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	212,558	229,057	229,057	0	229,057	0	FAV
35	5620-OIL USED FOR HEATING	53,664	42,700	42,700	0	42,700	0	FAV
36	5621-NATURAL GAS	70,333	65,206	65,206	0	65,206	0	FAV
37	5627-TRANSPORTATION SUPPLIES	110,671	122,400	122,400	0	122,400	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	170,997	162,147	162,147	0	162,147	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	22,067	21,615	21,615	0	21,615	0	FAV
40	5690-OTHER SUPPLIES	547,533	499,080	499,080	0	499,080	0	FAV
41	SUPPLIES (INCLUDING UTILITIES)	3,050,834	2,973,028	2,979,269	55,491	3,034,760	61,732	UNF
42	5730-EQUIPMENT - NEW	65,980	128,582	128,582	0	128,582	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	206,182	121,965	121,965	0	121,965	0	FAV
44	EQUIPMENT	272,162	250,547	250,547	0	250,547	0	FAV
45	5715-IMPROVEMENTS TO BUILDING	350,884	133,000	133,000	0	133,000	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	(6,241)	(49,500)	(55,741)	(55,741)	FAV
46	5720-IMPROVEMENTS TO SITES	14,563	81,000	81,000	0	81,000	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	IMPROVEMENTS / CONTINGENCY	365,447	464,000	457,759	(49,500)	408,259	(55,741)	FAV
49	5580-STAFF TRAVEL	15,571	25,350	25,350	0	25,350	0	FAV
50	5581-TRAVEL - CONFERENCES	26,235	37,445	37,445	0	37,445	0	FAV
51	5810-DUES & FEES	85,699	105,003	105,003	0	105,003	0	FAV
52	DUES AND FEES	127,505	167,798	167,798	0	167,798	0	FAV
53	5856-TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
54	ESTIMATED UNSPENT BUDGETS		0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	47,370,446	49,548,307	48,939,237	132,648	49,071,885	(476,422)	FAV

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES & EXPENDITURES BY CATEGORY
FINANCIAL ANALYSIS
FOR THE FISCAL YEAR 2018-2019**



SEPT 2019

2019-2020 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is **\$519,823 FAV**, *previously \$672,848 FAV*, which appears on page 1, column 6, line 20.

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$43,401 FAV**, *previously \$63,778 FAV*, which appears on page 2, column 6, line 22.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based on projected State payments budgeted.

LINE 6 on Page 2: PARKING INCOME:

The forecast is based on budget.

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.

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2019	0.393%	2.35%
August	0.395%	2.16%
September	0.397%	1.98%

LINE 8 on Page 2: ATHLETICS:

The forecast is based on budget.

LINE 9 on Page 2: TUITION REVENUE:

The budget is based on five tuition students. The actual tuition charged is higher than budgeted since the rate is set after the budget referendum is past. Four new tuition students enrolled in the District, including the child of a staff member at a reduced rate. The projected variance is **\$43,401 FAV** *previously \$63,778 FAV as one tuition student did not enroll during September.*

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 based on budgeted costs for placements and transportation. This is based on a 75% reimbursement rate.

LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on budget.

LINE 17 on Page 2: INTERGOVERNMENTAL INCOME:

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

LINE 18 on Page 2: OTHER REVENUE:

The forecast is based on budget.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is **\$476,422 FAV**, *previously, \$609,070 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 current projection is for \$62,022 FAV due to staff changes. There are still position changes pending.*

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 current projection shows \$25,776 UNF due to staff changes and a number of unanticipated retirements submitted at the start of the fiscal year.*

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

The forecast is based on the budget for current staff. *Medicare taxes are projected to be \$18,654 UNF and FICA is projected to be \$17,665 UNF.*

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

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be as budgeted. Member equity distribution was received for **\$21,494 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.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2019-2020 ACTUAL	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017-2018 ACTUAL
<i>JUL</i>	\$ 366,182	\$ 358,094	\$ 8,088	\$ 292,718	\$ 254,849
<i>AUG</i>	\$ 383,765	\$ 395,099	\$ (11,334)	\$ 282,192	\$ 374,433
<i>SEP</i>	\$ 317,685	\$ 323,626	\$ (5,941)	\$ 376,576	\$ 219,176
<i>OCT</i>	\$ 326,479	\$ 326,479	\$ -	\$ 245,938	\$ 271,340
<i>NOV</i>	\$ 402,013	\$ 402,013	\$ -	\$ 418,110	\$ 353,747
<i>DEC</i>	\$ 443,211	\$ 443,211	\$ -	\$ 334,678	\$ 318,839
<i>JAN</i>	\$ 307,554	\$ 307,554	\$ -	\$ 331,129	\$ 191,730
<i>FEB</i>	\$ 325,589	\$ 325,589	\$ -	\$ 384,149	\$ 172,313
<i>MAR</i>	\$ 351,628	\$ 351,628	\$ -	\$ 363,660	\$ 288,923
<i>APR</i>	\$ 335,660	\$ 335,660	\$ -	\$ 278,082	\$ 213,346
<i>MAY</i>	\$ 408,891	\$ 408,891	\$ -	\$ 363,382	\$ 343,550
<i>JUN</i>	\$ 316,608	\$ 316,608	\$ -	\$ 224,419	\$ 253,461
TOTALS	\$ 4,285,265	\$ 4,294,451	\$ (9,186)	\$ 3,895,033	\$ 3,255,706

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 FORECAST
99.9%	85.2%	72.1%	92.2%	99.8%

Note: 2019-2020 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)

MONTH	2019-2020 ACTUAL	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017-2018 ACTUAL
<i>JUL</i>	\$ 65,692	\$ 78,882	\$ (13,190)	\$ 63,793	\$ 84,939
<i>AUG</i>	\$ 62,661	\$ 83,717	\$ (21,056)	\$ 60,070	\$ 96,820
<i>SEP</i>	\$ 46,307	\$ 73,957	\$ (27,650)	\$ 63,599	\$ 73,886
OCT	\$ 77,716	\$ 77,716	\$ -	\$ 63,213	\$ 85,237
NOV	\$ 52,886	\$ 52,886	\$ -	\$ 71,815	\$ 58,958
DEC	\$ 47,488	\$ 47,488	\$ -	\$ 70,016	\$ 45,657
JAN	\$ 46,861	\$ 46,861	\$ -	\$ 78,786	\$ 45,850
FEB	\$ 46,138	\$ 46,138	\$ -	\$ 66,033	\$ 45,666
MAR	\$ 40,994	\$ 40,994	\$ -	\$ 38,918	\$ 45,850
APR	\$ 46,953	\$ 46,953	\$ -	\$ 69,321	\$ 46,217
MAY	\$ 46,271	\$ 46,271	\$ -	\$ 76,505	\$ 46,034
JUN	\$ 45,507	\$ 45,507	\$ -	\$ 72,044	\$ 46,401
TOTALS	\$ 625,474	\$ 687,370	\$ (61,896)	\$ 794,113	\$ 721,515

LINE 9 on Page 3: 5260-LIFE INSURANCE:

The forecast is based on the current staff.

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

The forecast is based on the current staff.

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

Based on last year's expenditures this account is expected to be over budget. Estimates will be available in October. *The current forecast projects this account will be \$22,412 overbudget due to changes in staffing.*

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is projecting a balance of \$61,705 UNF, previously, \$63,792 FAV. The forecast is based on the current transportation needs of the students and includes a budget transfer requested this month.

LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE: Student Accident insurance renewed at a flat rate, saving \$4,054 FAV.

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

E-Rate funding was approved for the current fiscal year. The District is receiving discounted invoices for the CEN service provided by the State of Connecticut - \$15,480 FAV. The forecast includes an estimate of \$10,000 UNF to cover the cost of a bond referendum for all 3 towns. Only the District's cost was budgeted. \$5,480 FAV, previously \$15,480 FAV.

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Tuition is currently forecasted to have a \$532,975 FAV previously, \$514,250 FAV variance. The forecast is based on current students and their placements and will change throughout the year.

Tuition for the vo-ag schools has a projected variance of **\$64,014 FAV, previously \$64,014 FAV**. Vo-Ag Enrollment is down by three students.

	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 BUDGET	FY19-20 FORECAST
Sound	4	3	4	6	7	5 (4)
Trumbull	3	3	6	4	4	4
Nonnewaug	3(5) ^a	3	4	6	4	5(4)
Common Ground Charter HS	1	1	0	0	0	0
ACES Wintergreen Magnet	0	0	0	0	0	0
King Robinson Magnet	1	1	0	0	0	0
Engineering Science Magnet	0	0	1	1	0	0
Highville Charter School	0	0	1	1	0	0
Totals	9	11	15	16	15	14(12)

Note ^a: Two students left on April 15, 2016.

ECA is projected variance *to be over budget, by \$5,145 UNF previously \$10,290 UNF* due to higher enrollment.

	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 BUDGET	FY19-20 FORECAST
ECA	22	15	19	24	20	21(21)

Public (ACES) and private out-of-district placements are currently less than anticipated, \$474,107 previously \$409,432 FAV but typically there are many changes during the year.

	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 BUDGET	FY19-20 FORECAST
Public SPED	6	8	8	11	9	7 (7)
Private SPED	26	27	20	22	24	19 (19)
Totals	32	35	28	33	33	26(26)

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

The 2019-2020 budget for electricity assumes the use of 3,396,770 kilowatt hours at an average price of \$0.1834 per kilowatt hour, or a cost of \$622,967.

ELECTRICITY (KILOWATT HOURS)

MONTH	2019-2020 FORECAST	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017-2018 ACTUAL
<i>JUL</i>	<i>253,464</i>	269,018	<i>(15,554)</i>	104,580	259,046
<i>AUG</i>	<i>248,041</i>	304,346	<i>(56,305)</i>	152,275	286,777
SEP	332,452	332,452	-	314,178	285,740
OCT	286,440	286,440	-	271,919	280,876
NOV	273,758	273,758	-	249,759	259,631
DEC	273,807	273,807	-	247,237	272,198
JAN	277,778	277,778	-	274,992	266,633
FEB	287,065	287,065	-	263,959	267,529
MAR	281,604	281,604	-	248,762	254,042
APR	279,004	279,004	-	262,037	268,701
MAY	284,892	284,892	-	276,658	226,981
JUN	246,606	246,606	-	91,898	226,863
Totals	3,324,911	3,396,770	(71,859)	2,758,254	3,155,017

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

The budget assumes there will not be a Load Shed credit.

The budget for propane is \$2,250. The forecast is neutral.

The budget for water is \$45,829. The forecast is these charges will be as budgeted.

Sewer costs are budgeted at \$25,000. ***The forecast projects usage at \$30,991 or \$5,991 UNF once credits and revised quarterly charges were calculated.***

DEGREE DAYS

There are 9 degree days to date compared to 4 last year at this time.

LINE 32 on Page 4: 5420-REPAIRS & MAINTENANCE:

A lift in the auto shop at Amity Regional High School failed inspection. The lift is obsolete. The cost of a new lift is \$6,241 UNF and transfer was approved in September from the facilities contingency account this month. ***The well at Bethany Middle School developed a problem with the pressure tank. The system needs to be updated to a pump and VFD system. The plans have been approved by the State. There is a transfer request this month for \$49,500 to cover the replacement.***

LINE 35 on Page 4: 5620-OIL:

Budget for the year is \$42,700. This is for a total of 20,000 gallons of heating oil at \$2.06 per gallon.

LINE 36 on Page 4: 5621-NATURAL GAS:

Budget for the year is \$65,206. The account is expected to be as budgeted.

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. A lift in the auto shop at Amity Regional High School failed inspection. The lift is obsolete. The cost of a new lift is \$6,241 UNF and is a requested transfer this month. *The well at Bethany Middle School developed a problem with the pressure tank. The system needs to be updated to a pump and VFD system. The plans have been approved by the State. There is a transfer request this month for \$49,500 to cover the replacement. The current balance includes this transfer and is \$44,259.*

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.

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2018-2019

TOTAL ANNUAL SAVINGS TO-DATE OF: \$52,451

\$13,946 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.

\$10,840 Meter Rate: Jim Saisa negotiated with a lower rate for one of the sewer meters for the fuel cell. The fuel cell does not inject water into the sewer system and the meter charge was adjusted.

\$3,800 Science Textbooks: Enrollment in science course is higher than budgeted and more textbooks were needed. Mr. Amato, the Science Department Chairperson, negotiated with the textbook vendor for complimentary copies to supplement our order.

\$3,000 Freezer Coil – In-house personnel replaced a freezer coil at Amity High School at \$3,000 less than the quoted outside contractor price.

\$15,500 Truck Repairs: The District work truck, purchased in 2006, had developed some problems. Extensive use to salt the lots and sidewalks along with other heavy work use had rendered the truck bed unsafe and therefore, unusable. The truck was also in need of much needed maintenance such as brakes, front end work, and frame painting. Rather than request a replacement vehicle, the facilities department looked at options to make the truck safe and even more usable again. We purchased a stainless steel flat bed to replace the corroded stock bed and all of the other necessary parts to overhaul the truck. We involved our building maintainer, who is a talented mechanic, as well as the Career and Technical Education teachers and classes at Amity Regional High School. This was a valuable, real-life learning experience for the students in the Career and Technical Education classes. Together, the team replaced the bed on the truck, painted the frame, replaced the entire brake system, updated the lighting, and other minor needed repairs. The result is a nicely refurbished truck that has even greater flexibility to suit the Facility Department's needs. The total dollar layout was around \$4,500. The estimated cost if the truck was taken to an outside facility for the repairs is over \$10,000. The truck replacement cost, were it to be requested, would have been \$20,000 +. We are proud of our efforts to involve students and maximize value wherever we can.

\$4,865 Metal Fabrication: The in-floor grease pit in the kitchen at Amity Regional High School had deteriorated and became corroded over time. Our in-house maintainer obtained a price of \$5,000 to obtain a pre-fabricated replacement. This price was too high. We worked with the Industrial Arts department teachers. With their help, the students measured and designed a replacement. We ordered the materials and the students fabricated the new replacement. It was then installed by in-house personnel.

This cost of materials was \$135, thus saving \$4,865. It was another good project partnering with students to gain experience in a real-life fabrication.

\$500 Calculators: \$500 or more saved by the high school math department. Dameon Kellog researched buying refurbished calculators instead of new ones.

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 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).

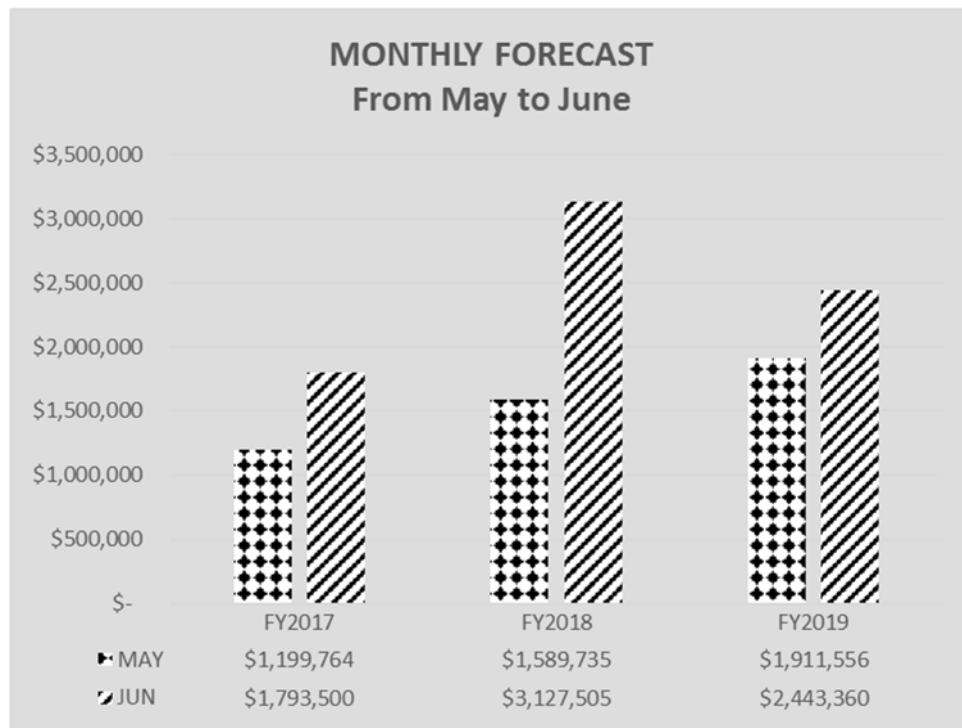
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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.

FY2017:

The audited fund balance for 2016-2017 is \$1,793,498. The monthly forecast for May projected a fund balance of \$1,199,764, which included \$345,000 for Capital Reserve. The change is \$593,736 higher than the prior month's forecast.

- **\$231,098:** 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.
- **\$129,651:** Purchased services were lower than forecasted. Athletics held fewer home contests, did not have a need for assistant coaches in a few middle school sports and cheerleading did not field a squad. Interns were fewer than budgeted.

Less than anticipated need for psychiatric consults and other consultants at PPTs. Transportation for field trips, athletics contests, and special education were lowered than expected.

- **\$76,592:** Supply accounts were under budget. These accounts include general instructional supplies, texts, library materials, transportation and maintenance supplies, and repair and maintenance accounts. Staff monitor budgets closely during the year and spend very conservatively. The staff does not attempt to “zero out” accounts but purchase what is needed at the best possible price.
- **\$54,302:** Utilities expenses were lower than anticipated. Electricity usage was lower than forecasted. The final invoice comes in July and the cooler temperatures saved on air conditioning costs. Fuel for bus drivers was not fully expended. Bus drivers have until June 30th to take fuel and the towns bill in the next 4 -6 weeks. Not all the fuel was taken though the forecast assumed all fuel would be used.

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 unaudited preliminary fund balance is \$2,034,101. 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.

APPENDIX C

RECAP OF 2016-2017

Return Unspent Fund Balance:

The cancellation of 2015-2016 encumbrances of \$25,133 will be returned to the Member Towns. We encumber funds for goods and services received by June 30th 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 2016-2017, the funds will be returned.

<i>Bethany</i>	<i>\$ 5,232</i>
<i>Orange</i>	<i>\$ 12,415</i>
<i>Woodbridge</i>	<i><u>\$ 7,486</u></i>
<i>Total</i>	<i>\$ 25,133</i>

The audited fund balance for 2016-2017 is \$1,793,498. These source of the available funds are described below.

FINANCIAL MANAGEMENT:

\$ 246,520

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$55,152. Utilities for electricity, heating oil and natural gas were below budget by \$191,368 due to many conservation efforts and price negotiations.

SPECIAL EDUCATION (NET)

\$ 477,890

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 \$790,238 which reduced revenue by \$477,890. The budget forecasted 70% reimbursement rate and the final rate was 76.9%.

SALARIES, MEDICAL, PURCHASED SERVICES (OTHER):

\$ 756,654

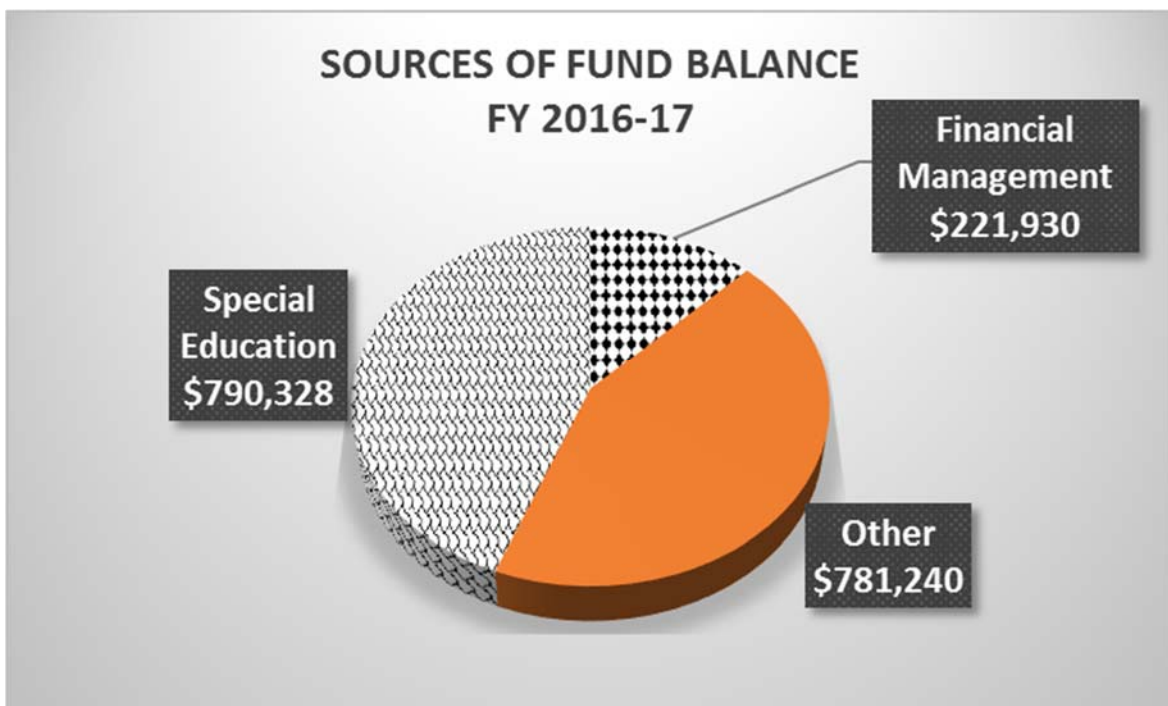
\$230,437 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

\$351,480 MEDICAL (OTHER): The net balance of the medical account was under budget. Claims and fees were lower than budgeted. The savings was offset by other

components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

\$113,767 PURCHASED SERVICES (OTHER): Purchased services costs were lower due to a number of factors. There were less interns than anticipated. Fewer home athletic contests at the high school which required fewer officials, monitors, and scorekeepers; and less than anticipated need for psychiatric consults, professional's attendance at PPTs and behavior specialists' services.

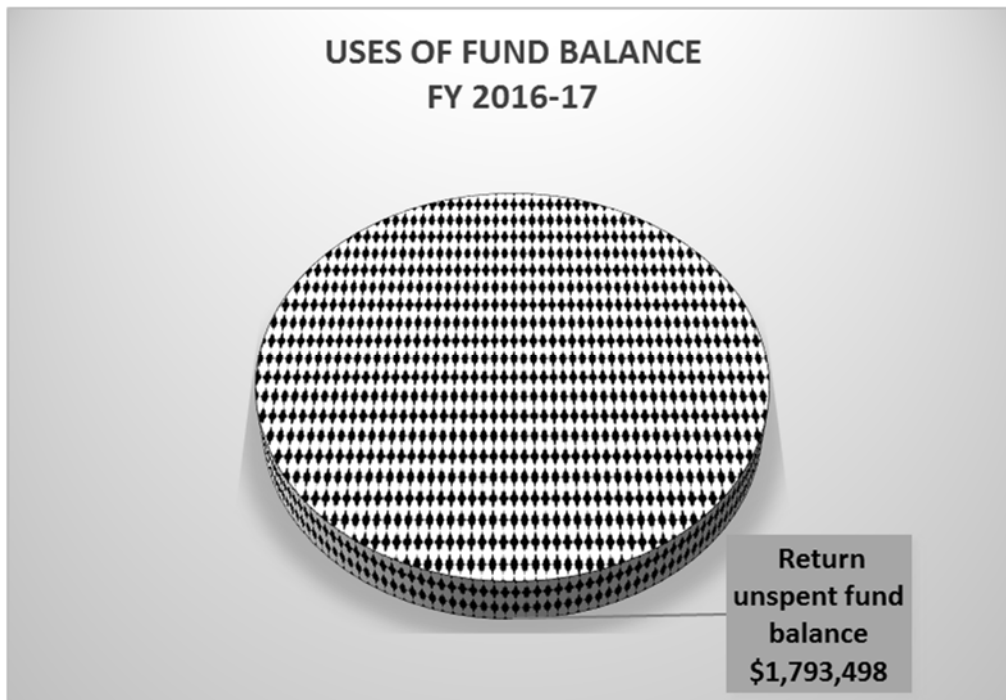
The primary sources of the fund balance are shown graphically below:



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

1. **\$1,793,498** - 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:

Bethany	\$ 365,676
Orange	\$ 874,151
Woodbridge	\$ 553,671
Total	\$1,793,498

APPENDIX D

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 30th 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. The 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

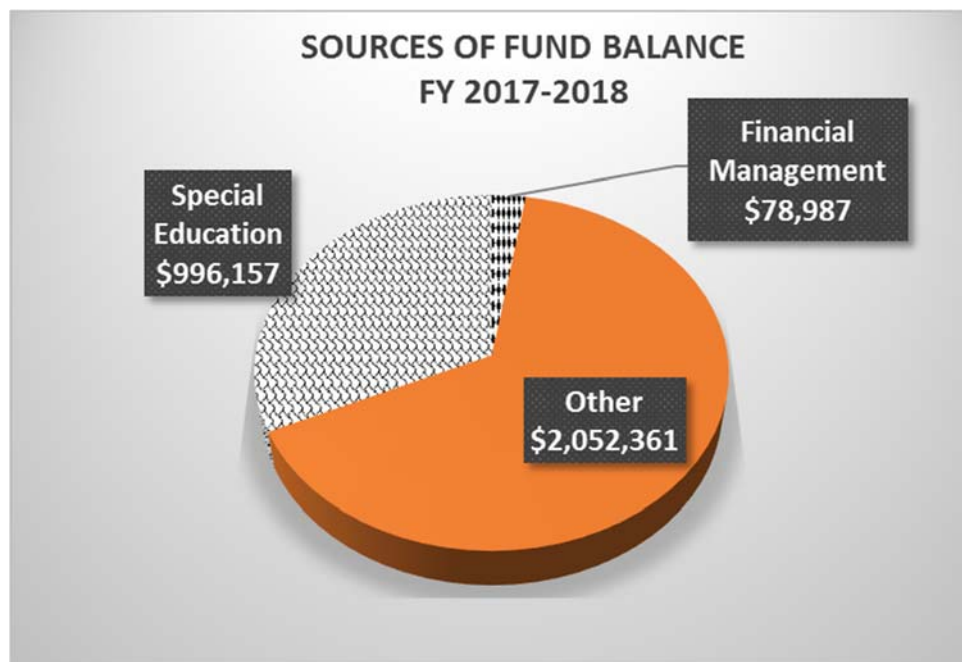
\$342,994 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching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

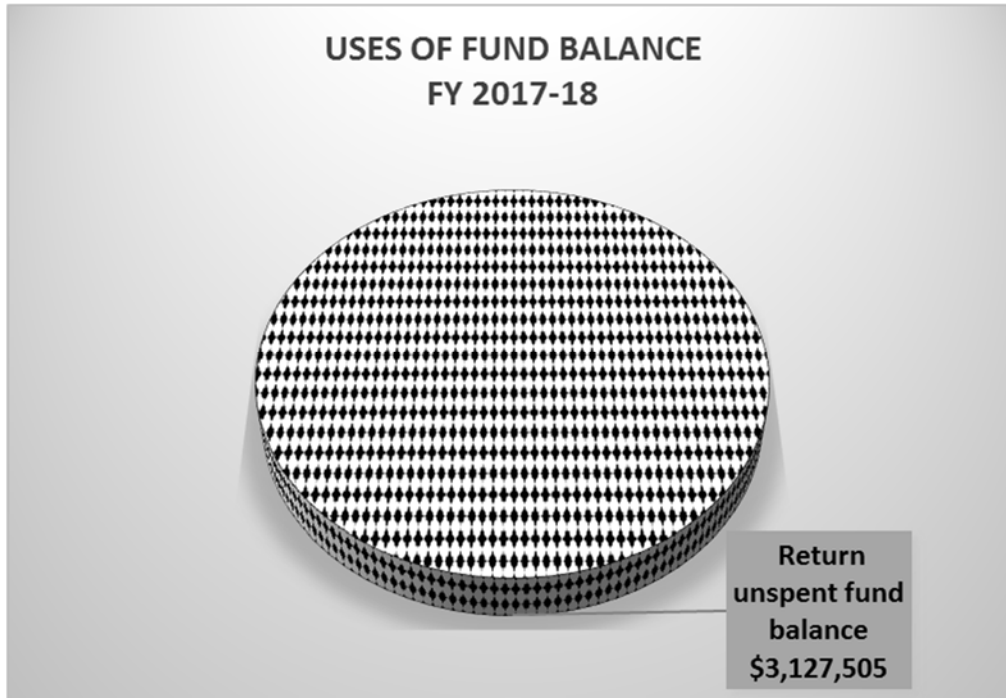
The primary sources of the fund balance are shown graphically below:



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>\$3,127,505</i>

APPENDIX E
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 30th 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>\$166,245</i>

The preliminary unaudited 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.

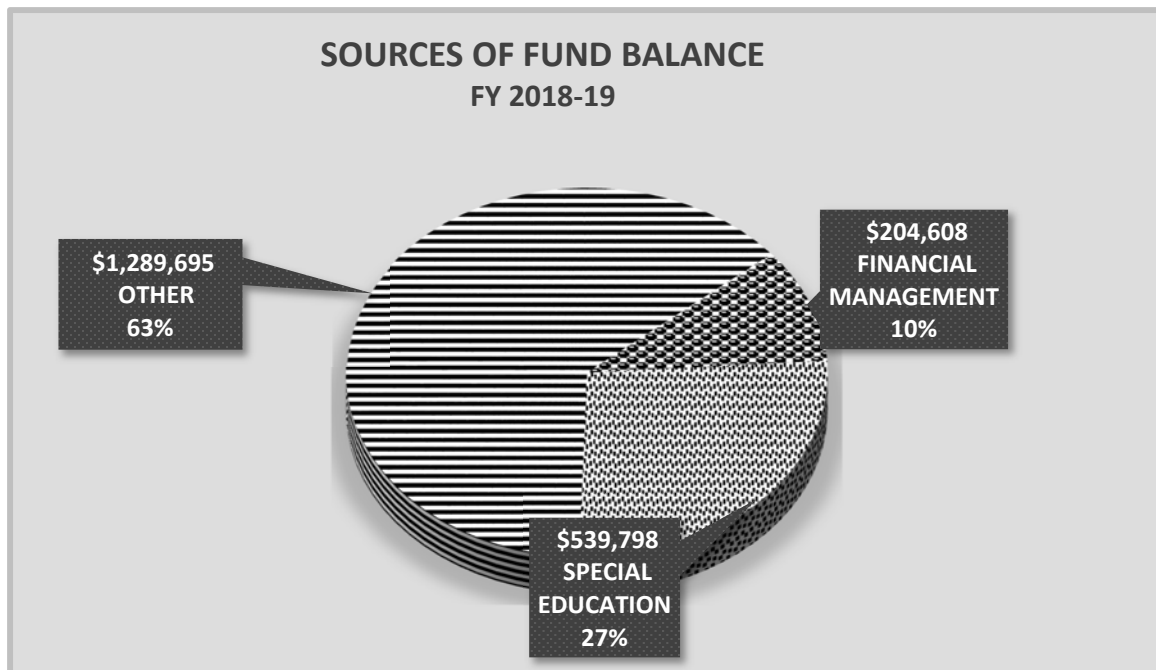
\$378,012 REVENUE: The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts were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

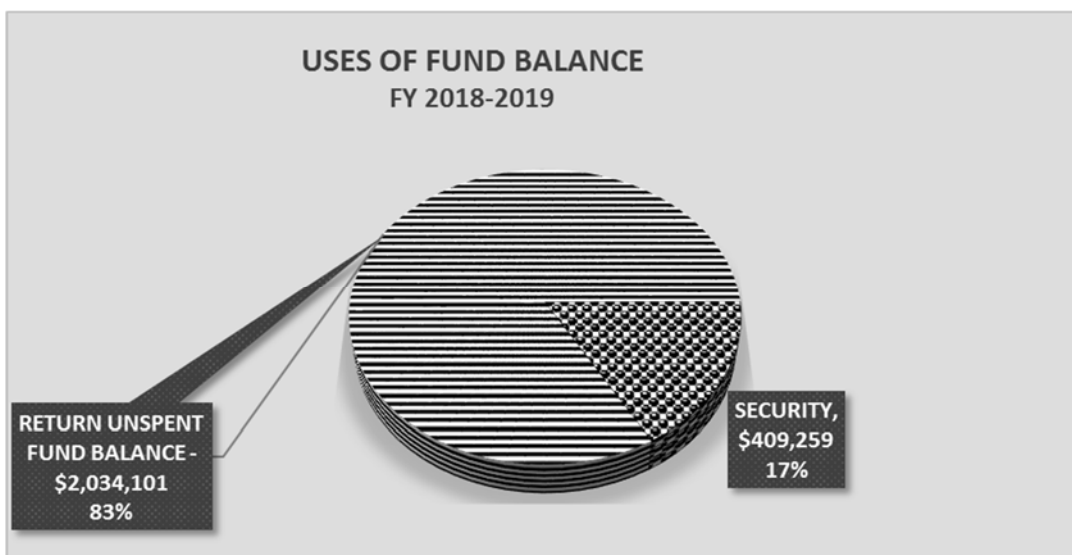
The primary sources of the fund balance are shown graphically below:



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 preliminary unaudited 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>

Amity Regional School District No. 5 - Budget Transfers 2019-2020

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
August 2019	58	02111011	5611 INSTRUCTIONAL SUPPLIES	\$ -2,200.00	GYM EQUIPMENT
August 2019	58	02111011	5730 EQUIPMENT - NEW	\$ 2,200.00	GYM EQUIPMENT
September 2019	31	03111001	5611 INSTRUCTIONAL SUPPLIES	\$ -2,900.00	cameras for added photo class
September 2019	31	03111001	5730 EQUIPMENT - NEW	\$ 2,900.00	cameras for added photo class
September 2019	46	05142700	5513 IN DISTRICT PRIVATE REG ED	\$ 1,470.00	TRANSPORTATION - EZRA ACADEMY
September 2019	46	04126110	5510 PUPIL TRANSPORTATION	\$ -1,470.00	TRANSPORTATION - EZRA ACADEMY
September 2019	49	02132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -500.00	ERGONOMIC CHAIR
September 2019	49	02132400	5731 EQUIPMENT - REPLACEMENT	\$ 500.00	ERGONOMIC CHAIR
September 2019	128	05142700	5515 OUT DISTRICT - PUBLIC REG ED	\$ 297.00	TRANSPORTATION TO ACES ECA
September 2019	128	04126110	5510 PUPIL TRANSPORTATION	\$ -297.00	TRANSPORTATION TO ACES ECA
September 2019	210	02132400	5581 TRAVEL - CONFERENCES	\$ -50.00	MEMBERSHIP/CONFERENCE REG
September 2019	210	02111008	5810 DUES & FEES	\$ 50.00	MEMBERSHIP/CONFERENCE REG

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

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

To: Dr. Jennifer Byars, Superintendent of Schools
From: Theresa Lumas, Director of Finance and Administration
Re: Budget Transfers over \$3,000 - **Fiscal Year 2019-2020**
Date: October 9, 2019

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

Special Education:

1. Vo-Ag Transportation:

There are more students requiring transportation than budgeted. It is difficult to estimate how many new students will enroll in addition to the current students in the vocational schools each year. There were two students who moved into the District this year. The tuition costs are less for the vocational programs yet the transportation needs are more costly. The route is longer based on the students enrolled and an enrollment in an additional vocational school not anticipated.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2700-5512	Vo-Ag Transportation		\$14,500
04-12-6111-5560	Vo-Ag Tuition	\$14,500	

2. ECA Tuition:

There is one more student enrolled than budgeted.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6117-5560	Regular-Ed Public Out Tuition		\$5,145
04-12-6111-5560	Vo-Ag Tuition	\$5,145	

3. Public-Out Transportation:

Changes in various student transportation needs necessitate increased transportation costs. The worksite visits for the transition program increased, summer program transportation and special needs transportation for the regular school day are greater than anticipated. This variance is partly due to decreased opportunities to share transportation services.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6116-5510	Regular-Ed Public Transportation		\$82,000
04-12-6130-5560	Private Out Tuition	\$82,000	

Facilities:

1. Well – Amity Middle School Bethany:

The well at Bethany Middle School developed a problem with the pressure tank. The system needs to be updated to a pump and VFD system. The plans have been approved by the State. We need a budget transfer from Facilities Contingency (05142600 5715) to 01142600 5420 in the amount of \$49,500 to cover the repair and upgrade.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
01-14-2600-5420	Repair & Maintenance		\$49,500
05-14-2600-5715	Contingency - Facilities	\$49,500	

AMITY REGIONAL SCHOOL DISTRICT NO. 5
AUDIT STATUS REPORT
JUNE 30, 2019

Status Report as of 10/10/2019

	TESTWORK % COMPLETE	REVIEW % COMPLETE	STATUS/ISSUES
Planning Procedures	100%	100%	No issues noted. Partner review completed.
Documentation and Testing of Internal Control			
Documentation of internal control and system walk throughs	100%	100%	No issues noted. Partner review completed.
Non-Payroll Expenditure Testing	100%	100%	No issues noted. Partner review completed.
Payroll Expenditure Testing	100%	100%	No issues noted. Partner review completed.
Major Federal Program Compliance Testing			
Federal Single Audit not required	100%	100%	The District's fiscal year 2019 Federal award expenditures are \$639,922 which is less than the \$750,000 Federal Single Audit threshold. As such, a Federal Single audit is not required for fiscal year 2019.
Major State Program Compliance Testing			
Open Choice Program	100%	100%	No issues noted. Partner review completed.
Opinion Unit Substantive Testing			
Government-wide	75%	0%	Government-wide substantive testing is currently underway.
General Fund	100%	75%	No issues noted. Partner review is in process.
Internal Service Fund	100%	75%	No issues noted. Partner review is in process.
Aggregate Remaining Fund Information	100%	75%	No issues noted. Partner review is in process.
Financial Reporting			
Financial Statements	50%	0%	To be completed once substantive procedures are finalized.
Single Audit Reports	75%	0%	To be completed once single audit testing is complete.
EFS Procedures	75%	0%	To be finalized once additional PSIS reports are received.
Items Needed for Completion of Audit			
1. EFS - State of CT Desk Audit Finding Reports are not released until mid-October. Testing to be finalized upon release of this information.			
2. Actuarial disclosure report as of June 30, 2019 for the Other Post Employment Benefit Plan.			
3. Valuation report as of July 1, 2019 for the Sick and Severance Plan.			
Potential Audit Hold-ups			
1. No audit hold ups are anticipated.			
Other			
The District is required to implement the provisions of Governmental Accounting Standards Board (GASB) <i>Statement No. 88 - Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements</i> . The adoption of GASB Statements No. 88 will not have a material effect on the District's financial statements.			
The District is required to implement the provisions of Governmental Accounting Standards Board (GASB) <i>Statement No. 83 - Certain Asset Retirement Obligations</i> . The adoption of GASB Statements No. 88 will not have a material effect on the District's financial statements.			