

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525
(203) 397-4811

Dr. Jennifer P. Byars
Superintendent of Schools

AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING AGENDA
Monday, February 11, 2019, 6:30 pm,
100 Ohman Avenue, Orange, CT

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES**
 - a. Regular Board of Education Meeting, January 14, 2019 *Enclosure Page 3*
- 4. PUBLIC COMMENT**
- 5. STUDENT REPORT** – Olivia Gross and Ella Marin
- 6. CORRESPONDENCE**
 - a. February 6, 2019 Letter to Superintendent from Director of Finance, Town of Orange
Enclosure Page 10
- 7. SUPERINTENDENT'S REPORT**
 - a. Personnel Report *Enclosure Page 11*
 - b. Superintendent Report *Enclosure Page 12*
- 8. CHAIRMAN'S REPORT**
 - a. Committee Reports
 1. ACES
 2. Ad Hoc School Safety
 3. Ad Hoc Shared Services
 4. CABE
 5. Curriculum
 6. District Health and Safety
 7. District Technology
 8. Facilities
 - a. January 2019 Monthly Report *Enclosure Page 16*
 9. Finance
 - a. Presentation of Superintendent's 2019-2020 Budget
 - b. Discussion and Possible Action on Contracts over \$35,000 (or required by Board Policy)
 1. Architectural Services *Enclosure Page 17*
 2. Antivirus Software *Enclosure Page 18*
 - c. Discussion of Monthly Financial Statements *Enclosure Page 19*
 - d. Director of Finance and Administration Approved Transfers Under \$3,000
Enclosure Page 45

PLEASE POST

PLEASE POST

- e. Discussion and Possible Action on Budget Transfers of \$3,000 or More
Enclosure Page 46
- f. Update on 2019-2020 Budget *Enclosure Page 48*
- 10. Policy
 - a. First Read
 - 1. Policy 3160 *Enclosure Page 49*
 - 2. Policy 3292 *Enclosure Page 51*
 - 3. Policy 3434 *Enclosure Page 54*
 - 4. Policy 3435 *Enclosure Page 55*
 - 5. Policy 3440 *Enclosure Page 58*
 - 6. Policy 5121 *Enclosure Page 59*
 - 7. Policy 5126 *Enclosure Page 60*
 - 8. Policy 5131 *Enclosure Page 64*
 - 9. Policy 6146 *Enclosure Page 83*
 - 10. Policy 6146.2 *Enclosure Page 90*
- 11. Personnel

9. NEW BUSINESS

- a. Discussion and Possible Action on Research Study
- b. Discussion and Possible Action on Memoranda of Understanding with Woodbridge Police Department Regarding SRO (School Resource Officer) Executive Session Possible *Enclosure Page 92*

10. ITEMS FOR THE NEXT AGENDA

11. ADJOURNMENT



Jennifer P. Byars
Superintendent of Schools

JPB/pjp

pc: Town Clerks: Bethany, Orange, Woodbridge

Working to "enable every Amity student to become a lifelong learner and a literate, caring, creative and effective world citizen." District Mission Statement

If you require accommodations to participate because of a disability,
please contact the office of the Superintendent of Schools in advance at 203-397-4811.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
JANUARY 14, 2019 REGULAR MEETING MINUTES
6:30 pm, 25 Newton Road, Woodbridge, CT

BOARD MEMBERS PRESENT

Chairperson Christopher Browe, John Belfonti, Robyn Berke, Shannan Carlson, Patricia Cardozo, Paula Cofrancesco, Steven DeMaio, Carla Eichler, Amy Esposito, George Howard, Sheila McCreven, Jennifer Turner, Diane Urbano

BOARD MEMBERS ABSENT

None

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Kathy Burke, Scott Cleary, Dr. Richard Dellinger, Shaun DeRosa, Ernest Goodwin, Anna Mahon, Dr. Marie McPadden, Mary Raiola, Joseph Robinson, James Saisa

1. CALL TO ORDER

Chairman Browe called the meeting to order at 6:38 p.m.

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. APPROVAL OF MINUTES

a. Special Board of Education Meeting, December 6, 2018

MOTION by Sheila McCreven, Second by Paula Cofrancesco, to approve minutes as submitted
VOTES IN FAVOR, 11 (Belfonti, Cardozo, Carlson, Cofrancesco, DeMaio, Eichler, Esposito, Howard, McCreven, Turner, Urbano)
ABSTAINED, 1 (Berke)
MOTION CARRIED

b. Regular Board of Education Meeting, December 10, 2018

MOTION by Sheila McCreven, Second by Paula Cofrancesco, to approve minutes as submitted
VOTES IN FAVOR, 11 (Belfonti, Berke, Cardozo, Carlson, Cofrancesco, DeMaio, Eichler, Esposito, Howard, McCreven, Turner)
ABSTAINED, 1 (Urbano)
MOTION CARRIED

4. PUBLIC COMMENT

None

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
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5. RECOGNITION OF AMITY REGIONAL HIGH SCHOOL SOFTBALL 2018 STATE CHAMPIONSHIP

Ernest Goodwin, Athletic Director, presented State Championship awards to the 2018 Amity Regional High School Softball Team

6. STUDENT REPORT – Olivia Gross and Ella Marin

7. CORRESPONDENCE

None

8. DONATIONS TO AMITY CREATIVE THEATRE

a. Jamie A. Hulley Arts Foundation -- \$1,500 for the Fall Play

b. Flaumenhaft Family -- \$2,000 for the Spring Musical

MOTION by Sheila McCreven, Second by Jennifer Turner, to approve these donations to Amity Creative Theatre

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

9. SUPERINTENDENT'S REPORT

a. Personnel Report

b. Superintendent Report

https://www.amityregion5.org/uploaded/District_information/Superintendent's_Reports/2019-2019_Superintendent's_Reports/Jan_2019_Superintendent_Report.pdf

c. District Action Plan

10. CHAIRMAN'S REPORT

a. Committee Reports

i. ACES

Robyn Berke distributed a 3-Part Professional Learning Series, "Antisemitism & Building Tolerance" *Enclosure Page 7*

ii. Ad Hoc School Safety

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iii. **Ad Hoc Shared Services**

iv. **CABE**

v. **Curriculum**

vi. **District Health and Safety**

vii. **District Technology**

viii. **Facilities**

1. **December 2018 Monthly Report**

https://www.amityregion5.org/uploaded/Departments/Facilities/General Information/Facilities_2018-19_Reports/Facilities_december2018.pdf

ix. **Finance**

1. **Discussion and Possible Action on Award of Contract over \$35,000**

a. **Bus Contract – One full contract**

MOTION by Steven DeMaio, Second by Diane Urbano, to award Nicholas Marcarelli of Bethany, CT, one full contract at \$53,988 commencing on or about February 1, 2019 for the remainder of the 2018-2019 school year and the remaining term of the 2015-2020 owner operator contract

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

2. **Discussion of Monthly Financial Statements**

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

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

MOTION by Paula Cofrancesco, Second by Steven DeMaio, to approve the following budget transfer to cover the emergency repair of the elevator at Amity Regional High School:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Facilities Contingency	\$23,934	
03-14-2600-5420	Repair & Maintenance		\$23,934

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

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5. Other

a. Amity Regional School District No. 5 Superintendent's Proposed Educational Plan 2019-2020

Dr. Byars presented a summary of the Amity Regional School District No. 5 Superintendent's Proposed Educational Plan 2019-2020

x. Policy

1. Second Read

- a. Policy 1416 (Existing)**
- b. Policy 5142.4 (Existing)**
- c. Bylaw 9010 (New)**
- d. Policy 3160 (Existing)**
- e. Policy 3260 (Existing)**
- f. Policy 3280 (Existing)**
- g. Policy 3290 (New)**
- h. Policy 3292 (Existing)**
- i. Policy 3292.1 (Existing)**
- j. Policy 3312 (Existing)**
- k. Policy 3313 (Existing)**
- l. Policy 3320 (Existing)**
- m. Policy 3325.1 (Existing)**

MOTION by Sheila McCreven, Second by Patricia Cardozo, to approve Policy 1416, Policy 5142.4, Bylaw 9010, Policy 3260, Policy 3280, Policy 3290, Policy 3292.1, Policy 3312, Policy 3313, Policy 3320, and Policy 3325.1

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

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MOTION by Steven DeMaio, Second by Paula Cofranceso, to approve Policy 3160
MOTION by Patricia Cardozo, Second by Sheila McCreven, to amend the motion to instead commit
Policy 3160 to Policy Committee
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

MOTION by Patricia Cardozo, Second by Sheila McCreven, to commit Policy 3292 to Policy Committee
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

xi. Personnel

11. NEW BUSINESS

a. Discussion and Possible Action on University Research Studies

MOTION by Sheila McCreven, Second by Robyn Berke, to approve both proposals listed in
Superintendent's Report
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

b. Discussion and Possible Action on Amity Regional School District No. 5 2019-2020 District Calendar

MOTION by Shannan Carlson, Second by John Belfonti, to change December 20, 2019 from Early
Dismissal to Full Day
VOTES IN FAVOR, 11 (Belfonti, Berke, Cardozo, Carlson, Cofrancesco, DeMaio, Eichler, Esposito,
McCreven, Turner, Urbano)
ABSTAINED, 1 (Howard)
MOTION CARRIED

c. Discussion and Possible Action on Memoranda of Understanding with Woodbridge Police Department Regarding SRO (School Resource Officer)

MOTION by Paula Cofrancesco, Second by Steven DeMaio, to approve Memoranda of Understanding
with Woodbridge Police Department Regarding SRO (School Resource Officer)
MOTION by Amy Esposito, Second by Diane Urbano, to amend the motion to instead postpone voting
on this item until the February Board of Education Regular Meeting
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

12. ITEMS FOR THE NEXT AGENDA

None

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
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13. ADJOURNMENT

MOTION by Steven DeMaio, Second by Paula Cofrancesco, to adjourn meeting
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

Meeting adjourned at 8:16 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero

Recording Secretary

ANTISEMITISM & BUILDING TOLERANCE

February 7, February 28, & March 21, 2019 • 8:30-2:30 PM

ACES, 205 Skiff Street, Hamden, CT 06517 • \$390.00 per person (lunch included)

AUDIENCE: K-12 teachers, social workers, guidance counselors & administrators

Recently, there has been an increased incidence of antisemitism and hate crimes, nationally and in local communities. This 3-day professional learning series will explore the history of antisemitism, hate speech and hate crimes, and how they impact the lives of students, teachers, and the community. Participants will increase their knowledge of microaggressions, cultural competency, privilege, and implicit bias in terms of religion, race, ethnicity, and sexual orientation. By engaging in difficult conversations, participants will gain insight on how to discuss these topics in schools and communities. Participants will also gain strategies for dealing with hate speech and prejudice in schools, and for using restorative practices to build a safe school climate.

DAY ONE

Knowledge Building

This session will address the following questions:

- What is antisemitism?
- How does it manifest in our schools, community, country and world?
- How do antisemitism, racism, sexism and implicit bias affect our students?

This session will define terms and provide an opportunity to discuss the impact of prejudice, bias, and hate speech.

Participants will also define and address microaggressions and implicit bias, and discuss how their actions affect their students.

DAY TWO

Conversations

This session will augment the "Knowledge Building" session.

Participants will:

- Consider and discuss how educators can handle specific instances of antisemitism, microaggressions, and hate speech
 - What would we do?
 - What should we do?
- Discuss how to address these issues with students
- Collaborate with a goal of developing methods to build tolerance and strength in our schools and communities at large

DAY THREE

Strategies & Perceptions

This session will be a culmination of the previous two sessions.

Participants will

- Share restorative practices to create a safe environment for all students
- Explore conflict resolution between students, and how to teach them to resolve conflict on their own

The objective of this session is to share best practices with respect to building tolerance in classrooms, schools and communities, understanding that there are no right answers, only constructive processes.

ABOUT THE PRESENTER:

Lauren Drazen is a lifelong educator. She graduated from Dartmouth College and earned a Master's Degree in Curriculum and Teaching from Michigan State University. She has taught every age level from first grade to college, in California, Michigan and Connecticut. In 2006, she started the Chinese language program in West Hartford Public Schools, writing the entire curriculum and building the framework for what is now a course of study that engages more than 700 students from kindergarten through high school. Cultural understanding is an integral part of that curriculum; she believes that building tolerance for all races, religions and ethnicities is of utmost importance. As an educational consultant, Lauren works with students, families, teachers, administrators and school districts on a variety of topics and issues relevant to world language, character curricula and cultural competence.

Register Now: www.aces.org/workshops



Town of Orange, Connecticut

Finance Department

TOWN HALL
617 ORANGE CENTER ROAD
ORANGE, CONNECTICUT 06477-2499

PHONE: (203) 891-4744
FAX: (203) 891-2186
www.orange-ct.gov

Dr. Jennifer P. Byars
Superintendent, Amity Regional School District 5
25 Newton Road
Woodbridge, CT. 06525

February 6, 2019

Dr. Byars:

I would like to welcome you to the Amity School District and I look forward to meeting you. My Assistant Finance Director and I are former graduates of the Amity School system and we know the value of the education we received. I think you will find the Amity School system to be a rewarding experience. If I can ever help you with anything, please feel free to contact me.

At the Orange Board of Finance Budget meeting held on Friday, February 1, 2019 the Board spent time discussing the proposed Amity budget increase for the 2019-2020 school year. At this time the ABOE budget shows a 1.84% increase, this would cost the Orange taxpayers \$768,008 over the current year's budget. We have reviewed many factors, including last year's large budget surplus, and this year's projected surplus of \$1,135,995 (after only 6 operating months), and student enrollment decline. The Board has made the following motion and vote:

Mr. Leahy made a motion and Ms. Romano seconded the motion: "The Orange Board of Finance strongly recommends that Amity maintain a zero percent budget increase for the 2019-2020 budget, but agreed to support up to a 0.5% increase if this was presented by Amity." The Orange Board of Finance voted unanimously (6-0) in favor of this motion.

I was asked to notify you of the action taken by my Board. Please forward a copy of this correspondence to all your Amity Board of Education members that will vote on this item in the coming months. If you have any questions, please advise. Thanks.

Sincerely,

A handwritten signature in blue ink that reads "John M. Cifarelli".

John M. Cifarelli
Director of Finance
Town of Orange

CC. Orange Board of Finance
James Zeoli

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

February 11, 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:

Suhad Massad – F/T – Biology Teacher (remainder of 2018-19 school year) – Suhad joins the Amity staff with extensive experience in teaching biology at the high school level as well as the university level. She was a science teacher at De La Salle College in Amman, Jordan for 8 years before coming to the United States in 2016. Since that time, Suhad has had several long term substitute science teaching positions in the Trumbull School District. She earned her Bachelor's Degree and Master's Degree in Biological Sciences both from the University of Jordan.

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

NEW HIRES-SUBSTITUTES:

Ryan LaSella – 5 Day Bench Substitute – Amity Regional High School

Bruce Marien – .25 FTE Long Term Substitute Chemistry Teacher – Amity Regional High School

NEW HIRES-NON-CERTIFIED:

NEW HIRES-COACHES:

Caitlyn Cusano – Head Dance Team Coach – 2018-19 Winter Season-Amity Reg. High School

Anthony Raccio – Head Boys Lacrosse Coach – 2019 Spring Season-Amity Reg. High School

John Johnson – Assistant Co-Ed Outdoor Track & Field Coach – 2019 Spring Season-Amity
Reg. High School

TRANSFERS: NONE

RESIGNATION(S):

Scott Cleary – Assistant Director of Finance & Administration, District Offices, eff. 04/01/2019

Colleen Abbazia – Paraprofessional, Amity Middle School-Bethany, eff. 02/04/2019

Deborah Estok – Cat II Administrative Assistant, Amity Middle School-Orange, eff. 04/29/2019

Caitlyn Cusano – Assistant Dance Team Coach, Amity Reg. High School, eff. 01/10/2019

Tyler Pepe – Assistant Boys Lacrosse Coach, Amity Reg. High School, eff. 01/15/2019

James Kelley – Assistant Boys Lacrosse Coach, Amity Reg. High School, eff. 01/15/2019

RETIREMENT(S): NONE

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



Dr. Jennifer P. Byars
Superintendent of Schools

jennifer.byars@amityregion5.org
203.392.2106

Superintendent's Report – February 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.

MARK YOUR CALENDARS FOR THE FOURTH ANNUAL AMITY STEAM DAY ON MAY 29TH!
All Bethany – Orange – and Woodbridge fifth grade students are invited to attend this wonderful day and actively engage in Science, Technology, Engineering, the Arts, and Mathematics activities.

Instruction

Parent-Teacher Conferences at ARHS: The final conference night of the 2018-2019 school year was held on Wednesday, February 6th.

First NEASC Self-Study Standard Report Approved: On Monday, February 4th, Chris Borelli, Social Studies Teacher and Co-Chair of the Core Values, Beliefs and 21st Century Learning Expectation Standard Committee presented the self-study report to the ARHS faculty. After the presentation, the faculty had the opportunity to vote to accept the committee's findings and the report was accepted with 116 yes votes and 3 abstentions. The rest of the self-study reports will be presented and voted on in the same fashion over the next few months. The final report will be presented to the Board of Education at the June 2019 meeting.

Piloted "Blended" Report Card Released: Parents and students received the first iteration of the "blended" report card, which offers traditional letter-grades in content-areas as well as rubric-based scores on the 6 academic, the social and civic learning expectations. The administration will be soliciting feedback from parents and students during the spring semester regarding the new information disseminated through Unified Classroom and on the report card.

Curriculum Review for Social Studies & English: In January, high school and middle school teachers, content area leaders and administrators met with members of the ADL and Westport School District to review current curricular aspects regarding Holocaust education along with units that specifically address bigotry and hatred. The curriculum discussion resulted in programmatic and curricular planning that will take place during the spring of 2019, including having older students in the high school partner with 8th and 9th grade English teachers to reflect on the impact of important texts and training opportunities for Amity Regional School District #5 teachers in mid-March on Holocaust curriculum.

Program of Studies and 8th Grade Orientation Night: Parents and their 8th grade children are invited to attend an "orientation" night at the high school on Tuesday, February 12th to learn about the various programs and expectations at the high school. This will be followed by a Program of Studies fair for the current high school students to be held on Wednesday, February 13th in preparation for the course selection process to begin scheduling for the 2019-2020 school year.

Amity Middle School Outstanding Math Students: The AMSO Math Team competed at the Regional Math Counts Competition on February 2nd. Two of our students scored in the top 16% and are moving on to the State level competition in March.

AMSO Welcomes a Second Chinese Delegation: Sixteen distinguished Chinese educators from Changchun, Jilin Province visited Amity Middle School Orange on January 18th. The purpose of the visit was to explore how schools in the United States: Employ innovative teaching methods and inquiry processes to challenge creative students, design the school day for quality learning in middle (junior high) and elementary school, design curriculum for STEM instruction and lastly, how teachers work to develop open-mindedness to prepare global citizens.

AMSO Students Study Picasso: AMSO students had the opportunity to paint their own interpretation of one of Picasso's masterpieces. Students participated in a workshop run by Picasso Parties to explore Picasso's style of painting to create their own work of art. Students continued to study Picasso through the lens of other disciplines; learning about Cubism in art, discussing how Picasso's work reflects events happening in the world in social studies, and through poetry in English. We want to thank the Jamie A. Hulley Arts Foundation for their generous grant to make this event possible for our students.

CAS Leadership Conference: Fifteen AMSB student council members took a field trip to Trinity College for a CAS student leadership conference. Several eighth graders in partnership with Woodbridge Youth Services, presented at one of the workshops, giving an overview of what our student council does to promote "Making Acceptance Acceptable," the theme of the leadership conference. Kathy Habersang, Student Council Advisor, organized the trip.

Assembly & Awareness of Global & Local Issues: A Collaborative Approach to Assessment: On January 24th, all 7th graders were treated to *Journey into Africa*, an interactive dance and drumming program. Full of audience participation focused on traditional rhythms, songs, instruments, stories, and dances that are an integral part of everyday African life. This program tied into the reading of *A Long Walk to Water*, as well as the study of African geography and culture in social studies classes. The program also kicked off the interdisciplinary Global Issues unit, in which all students will explore an issue impacting the modern world and propose solutions to the issue, culminating in the Global Issues evening expo on March 5, 2019.

"Being the Change" Mentoring: During the midterm exam period, eleven Amity High School students volunteered to speak to students at AMSB about their leadership activities and how they are making an impact in our school community and beyond. These students were invited by Marika Wissink, Team Leader, with the goal of inspiring our eighth grade students who have been challenged to do an interdisciplinary "Capstone" project to "Change the World."

Pupil Services Teams at Middle Schools Host Orientation for Grade 6 Parents: Held at AMSO on January 17th and AMSB on January 24th, the staff of each school conducted an orientation for parents of incoming special education students. Each night included presentations and Q & A sessions. Mary Raiola and Kristi Bellara were in attendance at both sessions.

Board of Education Curriculum Committee: The Committee will meet prior to the regularly scheduled BOE meeting in February to review new textbook proposals for Chemistry and U.S. History/Modern American History for possible adoption and budget planning.

February 15th Minimum Professional Learning Day: ARHS will focus their attention on continued NEASC planning. Both middle schools will engage teachers in working with grade level content partners on assessments - reviewing interim assessments, placement recommendations, and end of year plans for assessments. Lisa Lassen will also present the Early Indicator Tool: Understanding the Data and Developing Action Steps.

Resources

Alignment of End of Year Dismissal: Two years ago, ARHS changed their end of year exam schedule to accommodate longer exam blocks. This year, the middle schools will also adjust their end of year exam schedule so all students across the district will be dismissed at 12:15pm on exam days and at 10:30am on the last day of school.

Proposal for a Research Study at ARHS:

- Topic of the Study: International Ocean Literacy Survey; measuring ocean literacy; how students think about and experience marine science education.
- Benefit to District: Understanding the impact of marine science instruction and providing feedback for improved instruction.
- Cost to District: Time needed by students to complete online or paper survey (approximately 30 minutes).
- Participants: Students who are currently enrolled in marine biology, select freshmen enrolled in biology as a comparison group; must have parent permission to participate.
- Additional Considerations: None at this time.

Healthy Workplace Gold Level: The District is being recognized by the Business Council of Fairfield County as a Healthy Workplaces Best Practices Award Gold level winner for its successful efforts in promoting a healthy workplace. The awards ceremony is Thursday, February 14, 2019 and the celebratory dinner sponsored by Anthem will be held on February 13th.

Keyboard arrives at AMSO: Through effective reallocation of music equipment, our AMSO music department was able to move an electronic keyboard to AMSO from the high school. By repurposing the electronic keyboard, the music department is able to save \$500 in tuning and repairs.

Roundtable at Omni: A group of administrators and teachers attended a District Leadership Roundtable conference in New Haven sponsored by the District Management Group. The presentation, *Five Ways School and District Leaders Can Improve Social, Emotional, and Behavioral Supports* was welcomed by participants who learned strategies for how to improve social, emotional, and behavioral supports.

Climate

Unified Club Awareness: Members of the Unified Sports Club have been working on raising awareness about the use of intolerant language and fostering more inclusive behavior. As a fundraiser for the Unified Dance, which is scheduled for March 7th, members of the club have been selling bracelets to encourage students to stop the use of the “R” word. Club members also put together a Public Service Announcement for school viewing during homeroom on February 7th.

AMSO School Climate Meeting: The AMSO School Climate committee met in January to review recent school wide activities to enhance the school climate including the advisory kick-off, the character of the month awards, and ADL Step-Up program. The committee also began planning for upcoming events including Mix it Up Lunch, Diversity Week, and ADL bystander training for 8th grade students.

Amity Middle School Orange Holds Fundraising Breakfast: Team X is hosting a breakfast fundraiser to benefit the Mariposa Foundation. This foundation promotes and supports education for women and girls in the Dominican Republic. AMSO students raised over \$700 for this worthy cause.

Anti-Defamation League’s (ADL) Step Up! Assembly Program: On Friday, January 4th, the Anti-Defamation League (ADL) presented their *Step Up!* program to all seventh and eighth graders at AMSB. This program, coordinated by our Climate Committee and done several times in past years, is designed to give a voice to the targets of bullying and bias; build empathy in the perpetrators; and, inspire and empower bystanders to become allies against prejudice and bullying. Parents and guardians are

encouraged to talk to their children about their *Step Up!* experience and were provided with links to free resources curated by the ADL.

AMSB Climate Committee: The committee had its monthly meeting on January 15th in the media center. The purpose of the AMSB Climate Committee is to provide stakeholders in the school with an opportunity to discuss current trends and issues within the school community, as well as implement programs and strategies to help improve the climate for all. Thayer Doyle, Chairperson, reviewed an agenda that included a review of our “Be Amity” positive behavioral intervention strategy, the progress of our Advisory Program implementation, and data on discipline.

Unified Sports: AMSO hosted a great Unified Basketball Tournament on January 29th that was attended by our current Amity students and well as many Alumnae. This was a great time for all of the students and all of us enjoyed seeing our graduates. Pizza was provided after the tournament. Additionally, our Unified Basketball team participated in the first Gaelapalooza at Shelton High School on February 5, 2019.

A handwritten signature in black ink that reads "Jennifer P. Byars". The signature is fluid and cursive, with the first name being the most prominent.

Jennifer P. Byars, Ed.D.

This report is a synopsis of many of the undertakings, efforts, and achievements toward our District Goals and Objectives. It does not represent a complete and comprehensive account of all that has happened in the past month. I would encourage you to contact me directly if you have questions about items that you read or that you anticipated reading. I would be glad to discuss them.

CLEAN

SAFE

HEALTHY

SCHOOLS

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



Amity Regional School District No. 5

Facilities Department Monthly Report

Completed Projects:

- New wiring was run to install new exterior security cameras at Amity Middle School, Bethany Campus. The new cameras were installed and active.
- The air handler that serves the main office at Amity Middle School, Bethany Campus, failed. It was determined the controller went bad and the repairs were completed by in-house personnel.
- One of the circulation pumps for the heating loop at Amity Middle School, Orange Campus, started leaking. A rebuilt pump was purchased and installed by in-house personnel. The old pump was sent out for refurbishment so we have a spare on hand.
- The elevator at Amity Regional High School failed. The entire pump assembly and motor needed to be replaced. Our vendor expedited the order and the elevator was restored to service on January 23, 2019 after being cleared by the State elevator inspector.
- Due to the ice storm on January 20, 2019, Amity Middle School, Bethany Campus lost power. The combined efforts of our maintenance and custodial teams prevented any freeze-ups. Temporary heaters were placed in areas susceptible to freezing sprinkler pipes and numerous building checks were conducted to ensure the building was still faring well. Other than numerous downed limbs, our building did well during the extended power outage.
- Our contractor cleaned up and mulched numerous downed limbs District-wide.

Projects in process:

- The modifications to the home-side baseball dugout at Amity Regional High School is underway. Students from the Construction class have been working with our contractor to complete the project.
- UI is currently running a new gas line to feed the science room Bunsen burners at Amity Regional High School. UI has been supplying propane to the rooms since the fuel cell was installed and are now converting the service to natural gas.
- A parking lot light pole at Amity Regional High School was damaged and fell during the ice storm. We are currently sourcing a replacement pole. The pole base is obsolete so a new pole must be fabricated.

Outstanding issues to be addressed:

- None at this time.

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Theresa Lumas
Director of Finance and Administration
terry.lumas@amityregion5.org

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 of More or as required by policy

Date: February 6, 2019

1. Facilities:

We bid architectural services for designing security vestibules at each of our school's entrances. The low bidder was Rose Tiso & Company of Fairfield, CT. The bid total is \$18,700. There were 7 bids submitted, ranging from \$18,700 to \$102,500. Board policy requires Board approval of all architectural services regardless of contract price.

I recommend awarding Rose Tiso & Company of Fairfield, CT the contract for architectural services at the bid price of \$18,700.

Amity Finance Committee

Move to recommend the Amity Board of Education award Rose Tiso & Company of Fairfield, CT the contract for architectural services at the bid price of \$18,700.

Amity Board of Education

Move to award Rose Tiso & Company of Fairfield, CT the contract for architectural services at the bid price of \$18,700.

2. Software Subscription:

The District has researched purchasing a more robust antivirus software. The technology staff has been working for over two months to completely eradicate a virus on the network. The current antivirus software does not track the virus as it moves through the network, nor does it identify which machines are infected so many more human hours are spent on these tasks. The District recently completed a cybersecurity audit and the draft of the report also indicated that there are more robust products available than our current solution.

Technology Director, Shaun DeRosa, is recommending BitDefender Gravity Zone Ultra for a 3-year subscription. The District participates in the CREC Consortium, which meets the Board policy for bid requirements. CREC-IT Solutions & Services (NIPA) selected SHI, of Somerset, NJ as a provider of this software and with a 1-year and 3-year option for pricing. The price for 1-year is \$32,465 and the 3-year price is \$74,605. The 3-year price is reflecting a significant savings of \$22,790 over the 1-year rate. A vendor not in consortium quoted the same product at \$113,950 for 3-year subscription.

I recommend the following contract over \$35,000 be awarded by the Amity Finance Committee and the Amity Board of Education in accordance with the Board's Policy on purchasing procedures and that the Board award SHI of Somerset, NJ the contract for BitDefender Gravity Zone Ultra for a 3-year subscription at a 3-year price of \$74,605.

Amity Finance Committee

Move recommend the Amity Board of Education award SHI of Somerset, NJ the contract for BitDefender Gravity Zone Ultra for a 3-year subscription at a 3-year price of \$74,605.

Amity Board of Education

Move to award SHI of Somerset, NJ the contract for BitDefender Gravity Zone Ultra for a 3-year subscription at a 3-year price of \$74,605.

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2018-2019

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2017-2018	2018-2019	DEC 18	CHANGE	JAN 19	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./ (DECR.)	FORECAST	OVER/(UNDER)	UNF
1	MEMBER TOWN ALLOCATIONS	47,465,355	48,190,256	48,190,256	0	48,190,256	0	FAV
2	OTHER REVENUE	267,094	186,902	260,194	18,000	278,194	91,292	FAV
3	OTHER STATE GRANTS	791,182	573,805	728,527	106	728,633	154,828	FAV
4	MISCELLANEOUS INCOME	46,692	75,572	103,912	(3,312)	100,600	25,028	FAV
5	BUILDING RENOVATION GRANTS	6,363	0	0	0	0	0	FAV
6	TOTAL REVENUES	48,576,686	49,026,535	49,282,889	14,794	49,297,683	271,148	FAV
7	SALARIES	25,131,107	25,985,048	25,735,152	(39,989)	25,695,163	(289,885)	FAV
8	BENEFITS	4,985,420	6,092,697	5,918,815	(3,212)	5,915,603	(177,094)	FAV
9	PURCHASED SERVICES	7,393,360	8,495,258	8,113,633	63,740	8,177,373	(317,885)	FAV
10	DEBT SERVICE	4,406,650	4,595,576	4,567,838	0	4,567,838	(27,738)	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,899,440	2,978,862	2,979,596	(45,000)	2,934,596	(44,266)	FAV
12	EQUIPMENT	348,591	380,655	380,655	0	380,655	0	FAV
13	IMPROVEMENTS / CONTINGENCY	155,745	331,000	283,766	0	283,766	(47,234)	FAV
14	DUES AND FEES	128,868	167,439	167,439	0	167,439	0	FAV
15	TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	45,449,181	49,026,535	48,146,894	(24,461)	48,122,433	(904,102)	FAV
17	SUBTOTAL	3,127,505	0	1,135,995	39,255	1,175,250	1,175,250	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	86,227	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	3,213,732	0	1,135,995	39,255	1,175,250	1,175,250	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 2018-2019

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2017-2018	2018-2019	DEC 18	CHANGE	JAN 19	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	BETHANY ALLOCATION	9,341,182	9,295,901	9,295,901	0	9,295,901	0	FAV
2	ORANGE ALLOCATION	23,626,829	24,181,870	24,181,870	0	24,181,870	0	FAV
3	WOODBIDGE ALLOCATION	14,497,344	14,712,485	14,712,485	0	14,712,485	0	FAV
4	MEMBER TOWN ALLOCATIONS	47,465,355	48,190,256	48,190,256	0	48,190,256	0	FAV
5	ADULT EDUCATION	3,494	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	33,092	29,000	32,000	0	32,000	3,000	FAV
7	INVESTMENT INCOME	70,343	20,000	67,000	18,000	85,000	65,000	FAV
8	ATHLETICS	29,330	23,000	23,000	0	23,000	0	FAV
9	TUITION REVENUE	106,135	88,460	108,642	0	108,642	20,182	FAV
10	TRANSPORTATION INCOME	24,700	23,400	26,510	0	26,510	3,110	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	267,094	186,902	260,194	18,000	278,194	91,292	FAV
13	OTHER STATE GRANT	6,375	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	784,807	573,805	728,527	106	728,633	154,828	FAV
15	OTHER STATE GRANTS	791,182	573,805	728,527	106	728,633	154,828	FAV
16	RENTAL INCOME	23,530	21,000	21,000	0	21,000	0	FAV
17	INTERGOVERNMENTAL REVENUE	8,422	29,572	29,572	0	29,572	0	FAV
18	OTHER REVENUE	14,740	25,000	53,340	(3,312)	50,028	25,028	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	46,692	75,572	103,912	(3,312)	100,600	25,028	FAV
21	BUILDING RENOVATION GRANTS	6,363	0	0	0	0	0	FAV
22	TOTAL REVENUES	48,576,686	49,026,535	49,282,889	14,794	49,297,683	271,148	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 2018-2019

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2017-2018	2018-2019	DEC 18	CHANGE	JAN 19	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	20,730,652	21,397,312	21,172,553	(33,697)	21,138,856	(258,456)	FAV
2	5112-CLASSIFIED SALARIES	4,400,455	4,587,736	4,562,599	(6,292)	4,556,307	(31,429)	FAV
3	SALARIES	25,131,107	25,985,048	25,735,152	(39,989)	25,695,163	(289,885)	FAV
4	5200-MEDICARE - ER	341,418	374,913	374,913	0	374,913	0	FAV
5	5210-FICA - ER	273,821	283,586	288,739	0	288,739	5,153	UNF
6	5220-WORKERS' COMPENSATION	227,763	246,900	226,826	0	226,826	(20,074)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	2,973,210	4,083,941	3,933,941	0	3,933,941	(150,000)	FAV
8	5860-OPEB TRUST	105,537	62,910	62,910	0	62,910	0	FAV
9	5260-LIFE INSURANCE	42,431	45,537	41,778	(65)	41,713	(3,824)	FAV
10	5275-DISABILITY INSURANCE	9,634	9,924	9,528	1,243	10,771	847	UNF
11	5280-PENSION PLAN - CLASSIFIED	886,831	892,845	892,845	0	892,845	0	FAV
12	5281- DEFINED CONTRIBUTION RETIREMENT PLAN	59,878	64,867	67,561	610	68,171	3,304	UNF
12	5282-RETIREMENT SICK LEAVE - CERT	19,936	1,921	1,921	0	1,921	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	0	1,000	1,000	0	1,000	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	25,477	1,000	1,000	0	1,000	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	18,120	21,353	13,853	(5,000)	8,853	(12,500)	FAV
16	5291-CLOTHING ALLOWANCE	1,364	2,000	2,000	0	2,000	0	FAV
17	BENEFITS	4,985,420	6,092,697	5,918,815	(3,212)	5,915,603	(177,094)	FAV
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	29,165	28,500	28,500	0	28,500	0	FAV
19	5327-DATA PROCESSING	88,180	93,590	93,590	0	93,590	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,299,289	1,332,265	1,332,265	18,700	1,350,965	18,700	UNF
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	87,412	119,185	119,185	0	119,185	0	FAV
22	5510-PUPIL TRANSPORTATION	2,570,618	2,995,119	2,914,683	(24,109)	2,890,574	(104,545)	FAV
23	5521-GENERAL LIABILITY INSURANCE	233,069	242,601	234,032	0	234,032	(8,569)	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	133,299	163,224	142,131	0	142,131	(21,093)	FAV
25	5560-TUITION EXPENSE	2,843,895	3,427,580	3,156,053	(5,456)	3,150,597	(276,983)	FAV
26	5590-OTHER PURCHASED SERVICES	108,433	93,194	93,194	74,605	167,799	74,605	UNF
27	PURCHASED SERVICES	7,393,360	8,495,258	8,113,633	63,740	8,177,373	(317,885)	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 2018-2019

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2017-2018	2018-2019	DEC 18	CHANGE	JAN 19	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.))	FORECAST	OVER/(UNDER)	UNF
28	5830-INTEREST	821,650	745,576	717,838	0	717,838	(27,738)	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,585,000	3,850,000	3,850,000	0	3,850,000	0	FAV
30	DEBT SERVICE	4,406,650	4,595,576	4,567,838	0	4,567,838	(27,738)	FAV
31	5410-UTILITIES, EXCLUDING HEAT	681,767	703,234	675,108	(45,000)	630,108	(73,126)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	791,402	723,928	771,162	0	771,162	47,234	UNF
33	5611-INSTRUCTIONAL SUPPLIES	365,334	396,905	396,905	0	396,905	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	201,867	219,965	219,965	0	219,965	0	FAV
35	5620-OIL USED FOR HEATING	36,861	46,500	44,128	0	44,128	(2,372)	FAV
36	5621-NATURAL GAS	69,877	52,512	52,512	0	52,512	0	FAV
37	5627-TRANSPORTATION SUPPLIES	106,718	151,900	135,898	0	135,898	(16,002)	FAV
38	5641-TEXTS & DIGITAL RESOURCES	109,193	176,013	176,013	0	176,013	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	19,777	21,615	21,615	0	21,615	0	FAV
40	5690-OTHER SUPPLIES	516,644	486,290	486,290	0	486,290	0	FAV
41	SUPPLIES (INCLUDING UTILITIES)	2,899,440	2,978,862	2,979,596	(45,000)	2,934,596	(44,266)	FAV
42	5730-EQUIPMENT - NEW	96,128	215,879	215,879	0	215,879	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	252,463	164,776	164,776	0	164,776	0	FAV
44	EQUIPMENT	348,591	380,655	380,655	0	380,655	0	FAV
45	5715-IMPROVEMENTS TO BUILDING	102,494	50,000	50,000	0	50,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	0	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	0	0	(47,234)	0	(47,234)	(47,234)	FAV
46	5720-IMPROVEMENTS TO SITES	53,251	31,000	31,000	0	31,000	0	FAV
47	5850-DISTRICT CONTINGENCY	130,410	150,000	150,000	(93,305)	56,695	(93,305)	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(130,410)	0	0	93,305	93,305	0	FAV
48	IMPROVEMENTS / CONTINGENCY	155,745	331,000	283,766	0	283,766	(47,234)	FAV
49	5580-STAFF TRAVEL	21,347	22,432	22,432	0	22,432	0	FAV
50	5581-TRAVEL - CONFERENCES	21,105	35,975	35,975	0	35,975	0	FAV
51	5810-DUES & FEES	86,416	109,032	109,032	0	109,032	0	FAV
52	DUES AND FEES	128,868	167,439	167,439	0	167,439	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	45,449,181	49,026,535	48,146,894	(24,461)	48,122,433	(904,102)	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**



JANUARY 2019

2018-2019 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is ***\$1,175,250 FAV previously \$1,135,995 FAV***, which appears on page 1, column 6, line 20.

REVENUES BY CATEGORY

The projected yearend balance of revenues is ***\$271,148 FAV previously \$256,354 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.

LINE 6 on Page 2: PARKING INCOME:

The forecast is based on actual year-to-date payments and projected payments through June 2019, ***\$3,000 FAV***.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget is based on the expectation interest rates will remain steady and revenue will exceed the budget, ***\$85,000 FAV, previously \$67,000 FAV***.

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2018	0.395%	1.96%
August	0.396%	1.99%
September	0.397%	2.01%
October	0.397%	2.18%
November	0.397%	2.32%
December	0.397%	2.38%
January	0.395%	2.44%

LINE 8 on Page 2: ATHLETICS:

The forecast is based on historical data for revenue collected.

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. One new tuition student enrolled in the District, however one tuition student moved into the District. The projected variance is ***\$20,182 FAV previously \$20,182 FAV*** with one new tuition student registered.

LINE 10 on Page 2: TRANSPORTATION INCOME:

The forecast is based on projected State payments for magnet school transportation only, currently \$3,110 FAV due to increased costs reported.

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. The excess cost reimbursement rate for FY18 was at a 75.51%. The projected revenue for excess costs is anticipated to be \$154,722 more than budgeted. The budget anticipated the costs of services for 17 students to reach the high cost threshold and be eligible for reimbursement. There are currently 21 students with services reaching the threshold on the December filing of SEDAC-G. **\$106 was received for the Non-Public Grant.**

LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on a 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 reflects insurance payments received in 2018-2019 from CIRMA for the May 2018 storm damage. Expenses were charged to 2017-2018 fiscal year so the reimbursements are applied toward miscellaneous income, a ***\$28,340 FAV previously \$28,340 FAV variance.***

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is ***\$904,102 FAV previously \$879,641 FAV*** which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

There are a few positions that are currently filled with a substitute and a permanent replacement is either in transition or the District is still seeking a permanent replacement. Summer work is currently less than budgeted, \$11,973 FAV. ***Forecast estimates \$258,456 FAV, previously \$224,759 FAV*** savings in vacant positions, unpaid leave of absences, and staff changes. ***The current forecast reflects \$25,941 FAV in staff changes. \$61,016 FAV in savings is estimated due to current unpaid leaves of absences, previously was \$53,260 FAV.***

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

Classified staff costs are expected to be \$17,483 under budget due to staff turnover and vacancies, previously \$17,483 FAV.

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

The forecast is based on the budget for current staff.

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

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be as budgeted. Member equity distribution was received for \$20,074 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 are running higher based on the 5-year average, \$207,867 UNF previously \$82,206 UNF; fees are currently \$103,898 FAV previously \$123,124 FAV compared to 5-year average (important to note that Anthem has changed fee structure this year); Employer contributions to employee HSA accounts are \$3,583 FAV, retiree payments are \$48,382 FAV and employee contributions are \$28,033 UNF. *The forecast is currently projecting the account will end \$150,000 FAV for the year. Pending claims are expected to absorb some of the current favorable variance.* The average monthly budget was recalculated in January using gross expected claims rather than net claims budget.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2018-2019 ACTUAL	2018-2019 BUDGET	VARIANCE	2017-2018 ACTUAL	2016-2017 ACTUAL
JUL	\$ 292,718	\$ 376,780	\$ (84,062)	\$ 254,849	\$ 309,902
AUG	\$ 282,192	\$ 404,316	\$ (122,124)	\$ 374,433	\$ 466,996
SEP	\$ 376,576	\$ 298,173	\$ 78,403	\$ 219,176	\$ 250,040
OCT	\$ 245,938	\$ 330,743	\$ (84,805)	\$ 271,340	\$ 250,625
NOV	\$ 418,110	\$ 369,755	\$ 48,355	\$ 353,747	\$ 307,308
DEC	\$ 334,678	\$ 446,996	\$ (112,318)	\$ 318,839	\$ 482,363
JAN	\$ 331,129	\$ 313,402	\$ 17,727	\$ 191,730	\$ 178,047
FEB	\$ 283,735	\$ 283,735	\$ -	\$ 172,313	\$ 308,703
MAR	\$ 341,540	\$ 341,540	\$ -	\$ 288,923	\$ 282,399
APR	\$ 346,016	\$ 346,016	\$ -	\$ 213,346	\$ 219,690
MAY	\$ 385,472	\$ 385,472	\$ -	\$ 343,550	\$ 449,993
JUN	\$ 326,531	\$ 326,531	\$ -	\$ 253,461	\$ 301,248
TOTALS	\$ 3,964,635	\$ 4,223,459	\$ (258,824)	\$ 3,255,706	\$3,807,314

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 FORECAST
87.3%	99.9%	85.2%	72.1%	93.9%

Note: 2018-2019 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.

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

MONTH	2018-2019 ACTUAL	2018-2019 BUDGET	VARIANCE	2017-2018 ACTUAL	2016- 2017 ACTUAL
<i>JUL</i>	\$ 63,793	\$ 97,295	\$ (33,502)	\$ 84,939	\$ 79,407
<i>AUG</i>	\$ 60,070	\$ 100,327	\$ (40,257)	\$ 96,820	\$ 101,465
<i>SEP</i>	\$ 63,599	\$ 89,693	\$ (26,094)	\$ 73,886	\$ 75,692
<i>OCT</i>	\$ 63,213	\$ 86,484	\$ (23,271)	\$ 85,237	\$ 80,902
<i>NOV</i>	\$ 71,815	\$ 52,589	\$ 19,226	\$ 58,958	\$ 46,802
<i>DEC</i>	\$ 70,016	\$ 46,867	\$ 23,149	\$ 45,657	\$ 42,983
<i>JAN</i>	\$ 78,786	\$ 45,107	\$ 33,679	\$ 45,850	\$ 41,762
FEB	\$ 46,952	\$ 46,952	\$ -	\$ 45,666	\$ 42,203
MAR	\$ 44,907	\$ 44,907	\$ -	\$ 45,850	\$ 42,080
APR	\$ 44,302	\$ 44,302	\$ -	\$ 46,217	\$ 42,032
MAY	\$ 44,446	\$ 44,446	\$ -	\$ 46,034	\$ 42,101
JUN	\$ 44,521	\$ 44,521	\$ -	\$ 46,401	\$ 41,807
TOTALS	\$ 696,421	\$ 743,492	\$ (47,070)	\$ 721,515	\$ 679,235

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 11 on Page 3: 5281-DEFINED CONTRIBUTION RETIREMENT PLAN:

The forecast projects the District's contribution will be over budget \$2,742 UNF.

LINE 15 on Page 3: 5290-UNEMPLOYMENT COMPENSATION:

The forecast projects claims to the District will be under budget \$7,500 FAV.

LINE 19: on Page 3 5327-DATA PROCESSING:

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of *\$104,545 FAV previously \$80,436 FAV*. The forecast is based on the current transportation needs of the students.

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

The bid for student accident insurance came in \$10,544 FAV under budget. Coverage was increased in two areas of the general liability policy based on recommendations with our insurance consultant resulting in an increased premium of \$1,975 UNF, net account variance is projected at \$8,569 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 - \$21,093 FAV.

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Tuition has a projected variance of **\$276,983 FAV**, *previously \$271,527 FAV*. 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 **\$40,235 FAV** *previously \$40,235 FAV*. Vo-Ag Enrollment is down by one student and magnet/charter school enrollment is down by 2 students.

	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 BUDGET	FY18-19 FORECAST
Sound	5	4	3	4	6	6
Trumbull	2	3	3	6	7	4
Nonnewaug	1	3(5) ^a	3	4	4	6
Common Ground Charter HS	1	1	1	0	0	0
ACES Wintergreen Magnet	0	0	0	0	0	0
King Robinson Magnet	0	1	1	0	0	0
Engineering Science Magnet	0	0	0	1	1	0
Highville Charter School	0	0	0	1	1	0
Totals	9	12(14)	15	16	19	16(16)

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

ECA has a projected variance of **\$17,960 UNF** (*one student withdrew*), *previously \$17,960 UNF* due to higher enrollment.

	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 BUDGET	FY18-19 FORECAST
ECA	26	22	15	19	20	24(24)

Public (ACES) and private out-of-district placements has a projected variance *of \$254,708 FAV, previously \$249,252 FAV*. Two students were outplaced and one student returned to the District.

	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 BUDGET	FY18-19 FORECAST
Public SPED	10	6	8	8	13	10
Private SPED	24	26	27	20	24	24(25)
Totals	34	32	35	28	37	34(35)

LINE 26 on Page 4: 5690-OTHER SUPPLIES:

There is a budget request for a three-year license for antivirus software. The District has experienced virus issues in the past several months and is currently still actively managing eradicating the virus. More comprehensive solutions for antivirus software were identified in our recent cybersecurity audit. The request is for \$74,605 UNF.

LINE 28 on Page 4: 5830-INTEREST:

The District refinanced existing debt in a bond sale on May 15, 2018. The projected savings were greater than budgeted by \$27,738 FAV.

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

The 2018-2019 budget for electricity assumes the use of 3,644,427 kilowatt hours at an average price of \$0.16925 per kilowatt hour, or a cost of \$616,819. *To date we have received seven bills for each middle school and 6 bills for the high school. We are currently at 1,418,904 KWH (this total is very low due to meter problems early in the year at the high school) at a cost of \$270,301, and a cost per KWH of \$0.1904. At this time Jim Saisa is cautiously projecting being under budget by \$55,000 FAV.* Our contracted supplier canceled our contract so we will be paying one cent more per KWH with the new supplier. We were billed one month of standard offer pricing with the utility company during the transition, which is at a much higher price. These events should cancel each other out and keep the account on budget with the exception noted above.

ELECTRICITY (KILOWATT HOURS)

MONTH	2018-2019 FORECAST	2018-2019 BUDGET	VARIANCE	2017-2018 ACTUAL	2016-2017 ACTUAL
<i>JUL</i>	<i>104,580</i>	319,464	<i>(214,884)</i>	<i>259,046</i>	308,892
<i>AUG</i>	<i>152,275</i>	345,640	<i>(193,365)</i>	<i>286,777</i>	363,040
<i>SEP</i>	<i>314,178</i>	343,905	<i>(29,727)</i>	<i>285,740</i>	336,638
<i>OCT</i>	<i>271,919</i>	294,613	<i>(22,694)</i>	<i>280,876</i>	280,809
<i>NOV</i>	<i>249,759</i>	283,083	<i>(33,324)</i>	<i>259,631</i>	283,913
<i>DEC</i>	<i>247,237</i>	283,808	<i>(36,571)</i>	<i>272,198</i>	271,495
JAN	287,666	287,666	-	<i>266,633</i>	271,495
FEB	299,349	299,349	-	<i>267,529</i>	281,139
MAR	293,600	293,600	-	<i>254,042</i>	274,324
APR	287,107	287,107	-	<i>268,701</i>	271,093
MAY	289,662	289,662	-	<i>226,981</i>	290,167
JUN	316,530	316,530	-	<i>226,863</i>	270,748
Totals	3,113,862	3,644,427	(530,565)	3,155,017	3,503,753

Note: 2017-2018 Actual Kilowatt Hours shown in bold italics.

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

The budget for propane is \$2,415. The forecast is \$3,200 or \$785 UNF.

The budget for water is \$44,000. The forecast is these charges will be on budget.

Sewer costs are budgeted at \$40,000. The forecast projects this usage will be under budget, **\$18,911 FAV**. Jim Saisa negotiated to have the meter on the fuel cell reduced since all the waste water does not inject into the sewer system, \$10,840 FAV and remaining is reduced water usage from previous year.

DEGREE DAYS

There are 2,175 degree days to date compared to 2,372 last year at this time.

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

An emergency elevator repair is complete at Amity Regional High School. The cost is was \$23,934 UNF. A budget transfer from the facilities contingency account was approved in January.

LINE 35 on Page 4: 5620-OIL:

Budget for the year is \$46,500. This is for a total of 20,000 gallons of heating oil at \$2.25 per gallon. The bid price came in at \$2.1314 for a projection of **\$2,372 FAV**.

LINE 36 on Page 4: 5621-NATURAL GAS:

Budget for the year is \$52,512. The forecast is these charges will be on budget

LINE 37 on Page 4: 5627-TRANSPORTATION SUPPLIES:

Budget for the year is \$151,900. This is for a total of 62,000 gallons of diesel fuel at \$2.45 per gallon. The bid price came in at \$2.1919 for a projection of \$16,002 FAV.

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

The budget includes a \$100,000 contingency for unplanned, necessary facility expenditures. The forecast assumes these funds will be entirely used. A budget transfer was approved in November 2018 for \$23,300 to replace the domestic hot water line at the high school. The forecast reflects a budget transfer approved in January to cover an emergency replacement of the hydraulic power unit in the elevator at Amity Regional High School for \$23,934. The balance in the facilities contingency account is \$52,766.

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. ***There are two budget transfer requested this month. One is for architectural services for \$18,700 to design security vestibules at all three schools and the second is for a 3 year license for antivirus software at \$74,605. If both transfers are approved, the balance in the contingency will be \$56,695.***

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2018-2019

TOTAL ANNUAL SAVINGS TO-DATE OF: \$47,086

\$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.

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).

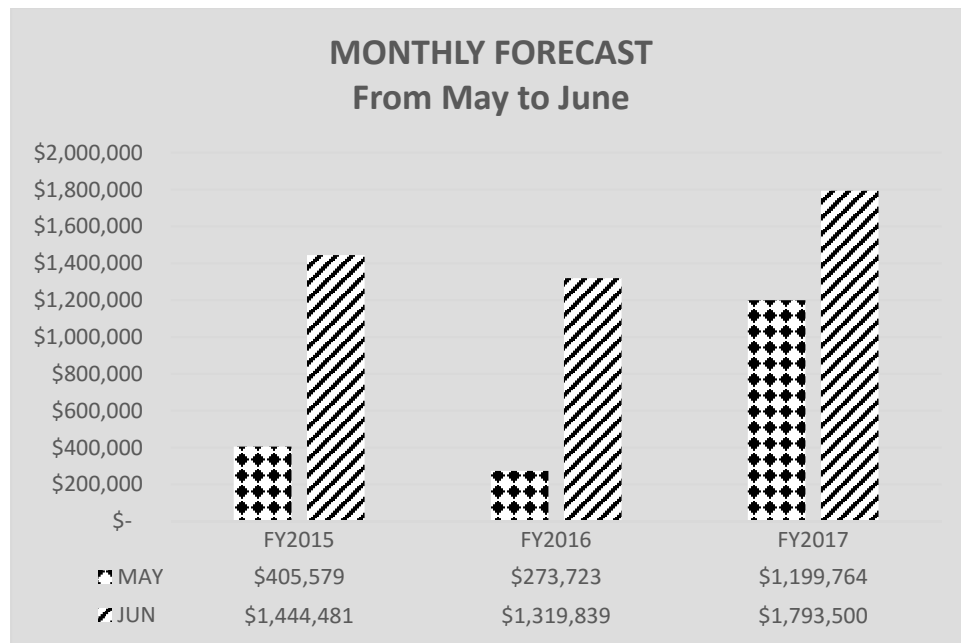
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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.

FY2015:

The projected fund balance was \$1,444,481. The monthly forecast for May 2015 projected a fund balance of \$405,579, or **\$1,038,902 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:

- **\$137,115:** 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.
- **\$153,315:** Special education transportation and tuition expenditures were lower than forecasted. The May forecast included the possible costs due to two families that were beginning to proceed to due process. No expenditures were incurred in this fiscal year.

- **\$503,754:** 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 most of these funds to the member towns.
- **\$136,270:** As part of the yearend processing, unspent encumbrances are eliminated.
- **\$41,162:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year.

FY2016:

The audited fund balance is \$1,319,839. The monthly forecast for May 2016 projected a fund balance of \$273,723 which included \$427,713 transferred into Capital Reserve and a debt of \$145,086 owed to the State. The change is **\$473,344 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:

- **\$237,904:** 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.
- **\$107,099:** 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. Intern were fewer than budgeted. Less than anticipated need for psychiatric consults and other consultants at PPTs.
- **\$85,857:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year. The reimbursement rate was 77.63% which is higher than the budgeted rate of 75%. The prior year adjustment was positive as were the changes in student placements.

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.

APPENDIX C

RECAP OF 2015-2016

Return Unspent Fund Balance:

The cancellation of 2014-2015 encumbrances of \$1,035 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 2015-2016, the funds will be returned.

<i>Bethany</i>	<i>\$ 215</i>
<i>Orange</i>	<i>\$ 509</i>
<i>Woodbridge</i>	<i><u>\$ 310</u></i>
<i>Total</i>	<i><u>\$1,035</u></i>

The audited fund balance for 2015-2016 is \$1,319,839. The Amity Board of Education previously voted to designate \$427,713 for Capital Improvement Projects. There are two other funding requests for discussion at the August 8, 2016 meetings of the Amity Finance Committee and the Amity Board of Education meetings.

FINANCIAL MANAGEMENT:

\$ 318,642

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$136,911. Utilities for electricity, heating oil and natural gas were below budget due to many conservation efforts and price negotiations.

SPECIAL EDUCATION (NET)

\$ 350,967

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. 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. The budget forecasted 75% reimbursement rate and the final rate was 77.63%.

OTHER:

\$ 650,230

\$395,748: "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.

\$30,315: The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

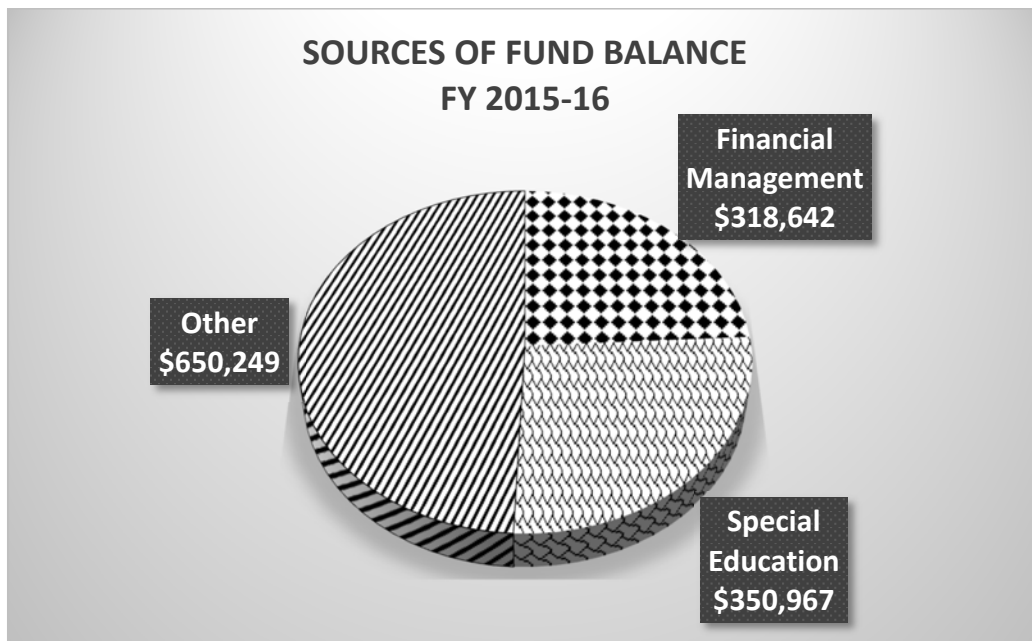
\$107,099: Purchased services costs were lower due to a number of factors. There were less interns than anticipated. Fewer home athletic contests at the high school which required

fewer officials, monitors, and scorekeepers; and less than anticipated need for psychiatric consults, professional's attendance at PPTs and behavior specialists' services.

\$62,385: The bid for the stone coping repair project at Amity Regional High School was under budget.

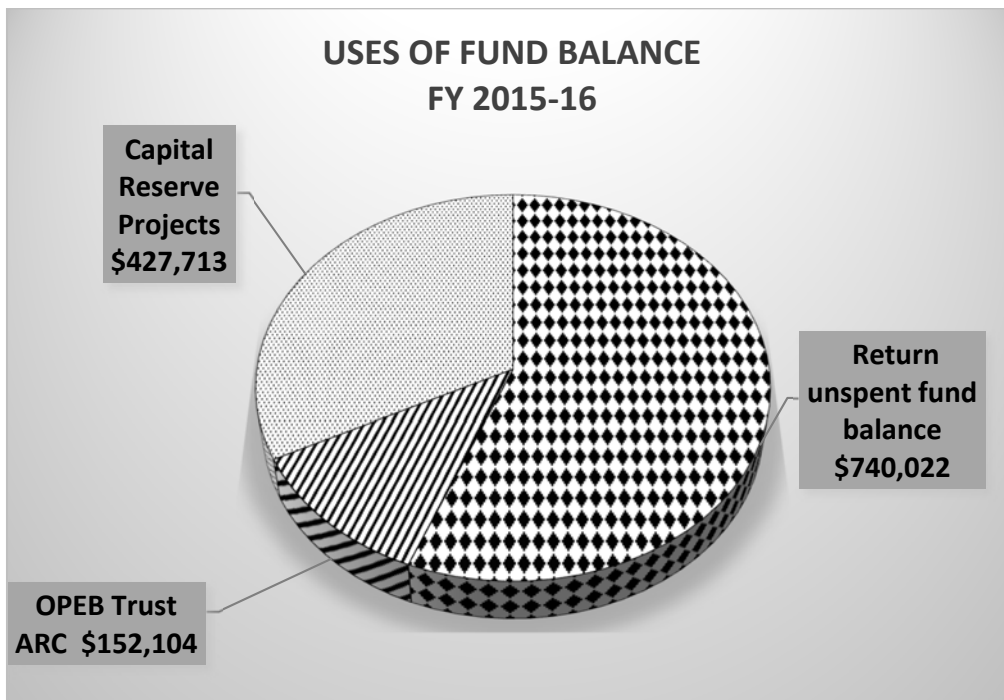
\$42,438: Transportation costs were less for athletics and less diesel fuel was used for all bus services than anticipated.

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



1. **\$740,022** – Return of unspent fund balance pending audit presentation
2. **\$152,104** - Designated for the 2015-2016 OPEB Trust ARC
3. **\$427,713** -Transferred into the Reserve Fund for Capital and Nonrecurring Expenses for a variety of projects. The projects include a lighting retrofit, replacing custodial equipment, renovating gym bleachers, replacing stairwell doors, replacing flooring and drinking fountains.

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	\$ 154,065
Orange	\$ 365,549
Woodbridge	\$ 220,408
Total	\$ 740,022

APPENDIX D

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

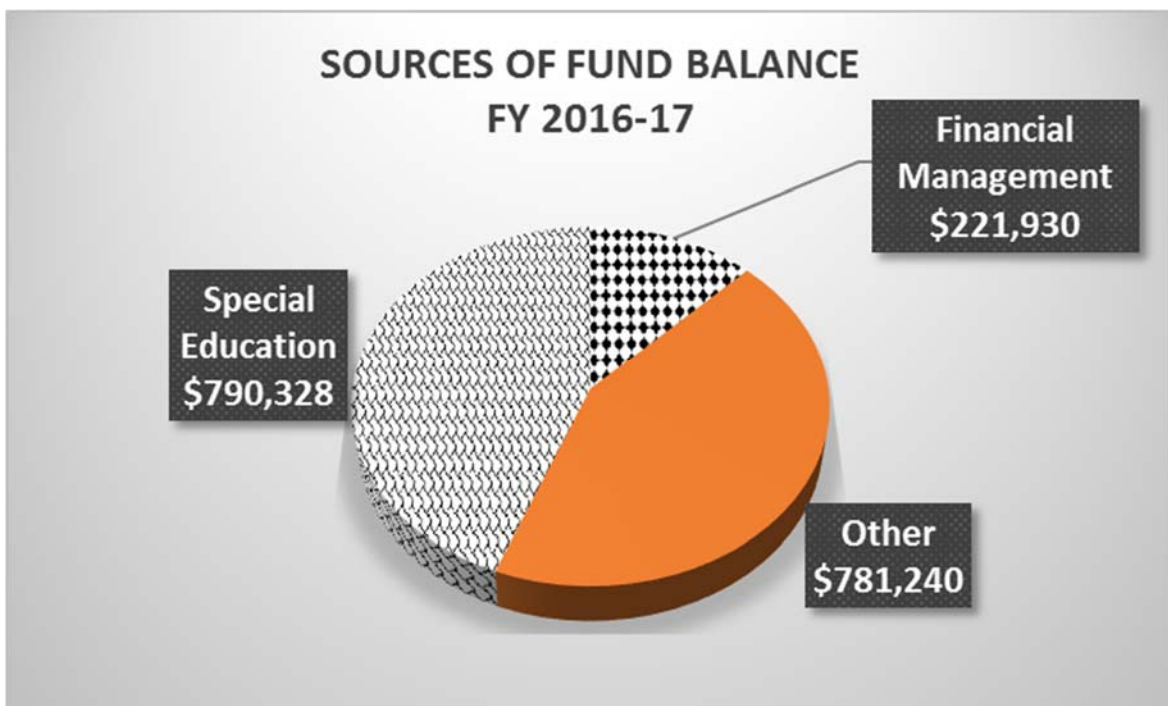
\$230,437 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching 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.

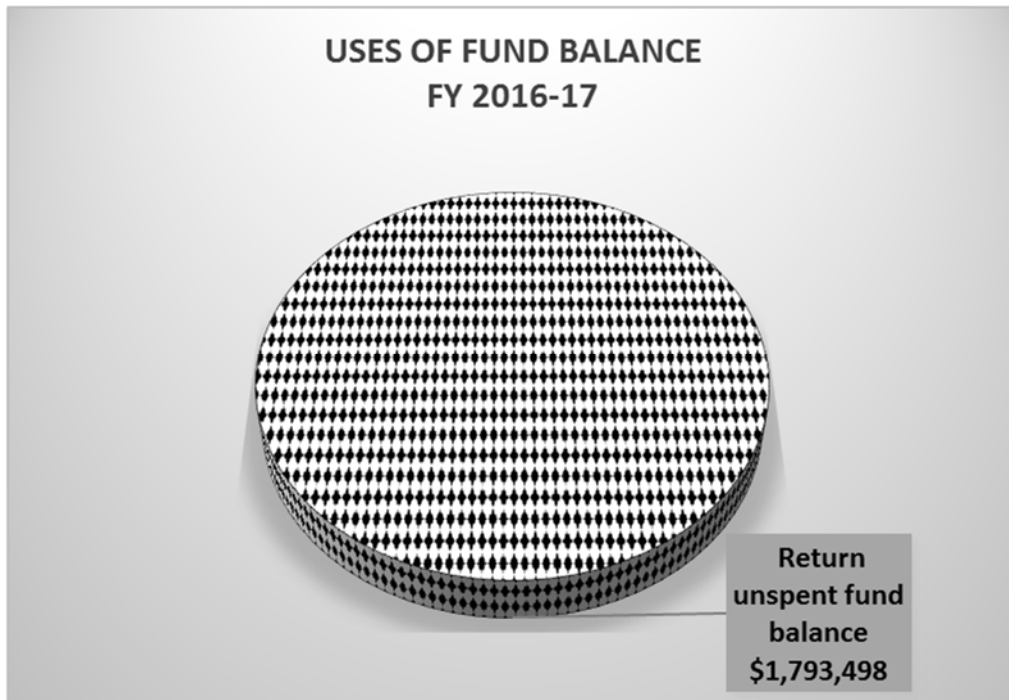
The primary sources of the fund balance are shown graphically below:



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	<u>\$ 553,671</u>
Total	\$1,793,498

APPENDIX E

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. This District applied for a grant for displaced students to due hurricanes but received the grant award notice and funds after the fiscal year ended. Restraints of the grant did not allow us to spend it after the fiscal year so it became part of the fund balance.

SPECIAL EDUCATION (NET)

\$ 996,157

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

OTHER:

\$ 2,052,361

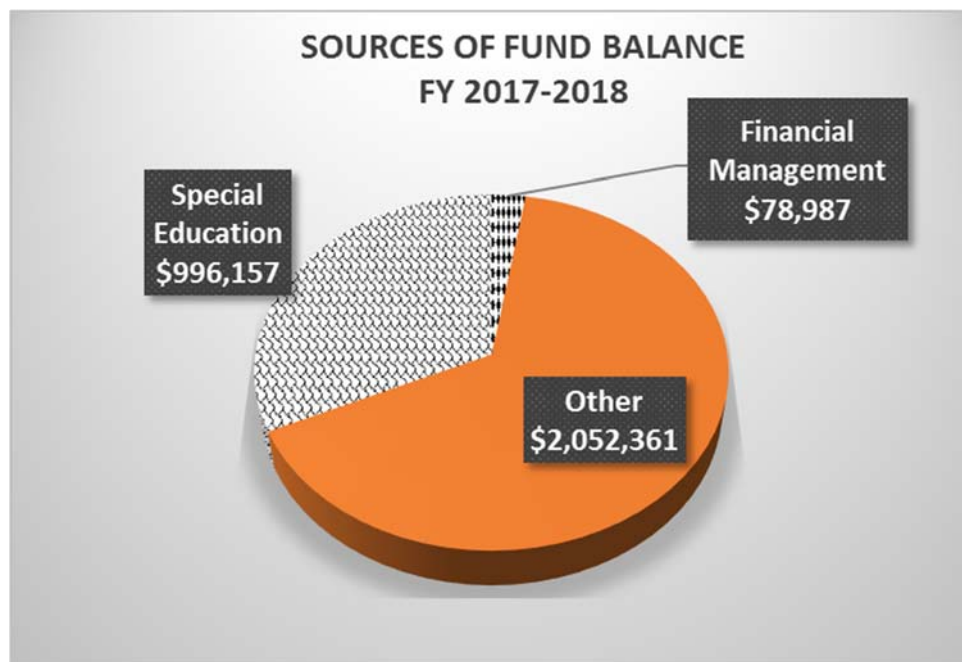
\$342,994 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching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

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

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

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

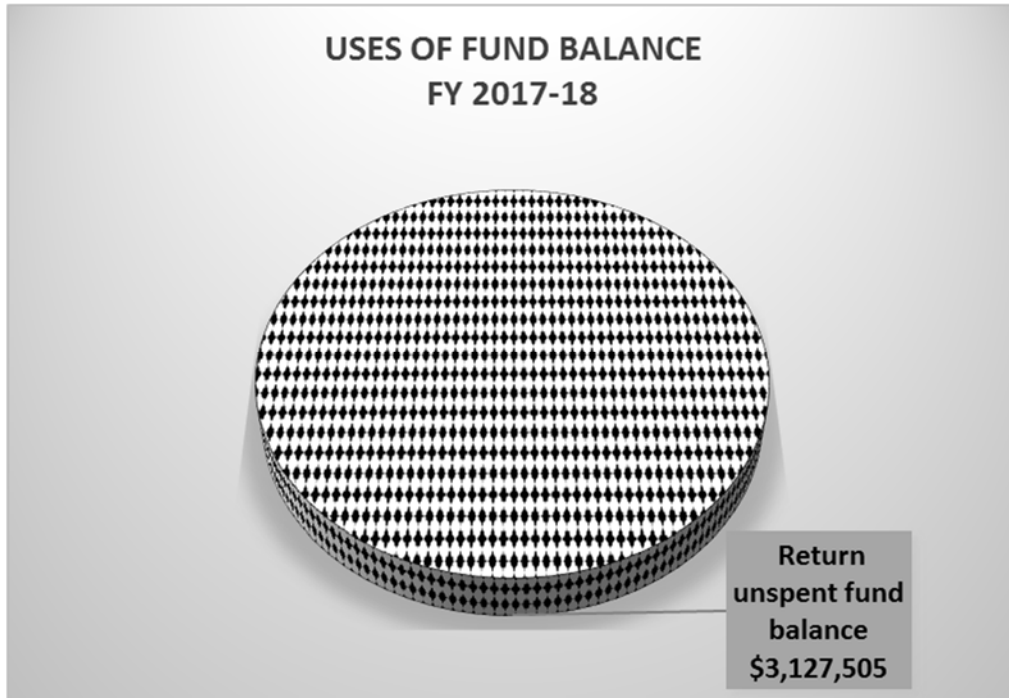
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

Amity Regional School District No. 5 - Budget Transfers 2018-2019

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
September 2018	25	01111008	5611	INSTRUCTIONAL SUPPLIES	\$ -2,100.00	WOODWORKING BENCH FOR TECH
September 2018	25	01111008	5730	EQUIPMENT - NEW	\$ 2,100.00	WOODWORKING BENCH FOR TECH
September 2018	60	05142700	5513	IN DISTRICT PRIVATE REG ED	\$ 880.00	TRANSPORTATION TO EZRA
September 2018	60	05142700	5512	VO-AG/VO-TECH REG ED	\$ -880.00	TRANSPORTATION TO EZRA
September 2018	84	04122150	5690	OTHER SUPPLIES	\$ 5.00	OVERAGE FOR SHIPPING CHARGE
September 2018	84	04122150	5611	INSTRUCTIONAL SUPPLIES	\$ -5.00	OVERAGE FOR SHIPPING CHARGE
September 2018	111	01111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -134.00	Fee/membership NAFME/CMEA
September 2018	111	01111010	5810	DUES & FEES	\$ 134.00	Fee/membership NAFME/CMEA
October 2018	27	01111016	5810	DUES & FEES	\$ -100.00	Books for Reading Lab
October 2018	27	01111016	5690	OTHER SUPPLIES	\$ 100.00	Books for Reading Lab
October 2018	43	02111011	5611	INSTRUCTIONAL SUPPLIES	\$ -300.00	PURCHASE FLOORING FOR WEIGHTRM
October 2018	43	02111011	5730	EQUIPMENT - NEW	\$ 300.00	PURCHASE FLOORING FOR WEIGHTRM
October 2018	52	04121206	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ -1,000.00	MILEAGE TO ALBERTUS COLLEGE
October 2018	52	04121206	5580	STAFF TRAVEL	\$ 1,000.00	MILEAGE TO ALBERTUS COLLEGE
October 2018	71	01111016	5810	DUES & FEES	\$ -34.00	Cover shipping costs
October 2018	71	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ 34.00	Cover Shipping costs
November 2018	24	01111005	5690	OTHER SUPPLIES	\$ -256.00	on-line vocabulary subscriptio
November 2018	24	01111005	5611	INSTRUCTIONAL SUPPLIES	\$ -31.00	on-line vocabulary subscriptio
November 2018	24	01111005	5641	TEXTBOOKS	\$ 287.00	on-line vocabulary subscriptio
November 2018	174	02132130	5690	OTHER SUPPLIES	\$ -85.00	FOR NURSE DUES AND FEES
November 2018	174	02132130	5810	DUES & FEES	\$ 85.00	FOR NURSE DUES AND FEES
November 2018	190	02111011	5611	INSTRUCTIONAL SUPPLIES	\$ -1,030.00	WEIGHT ROOM FLOOR/MAT
November 2018	190	02111011	5730	EQUIPMENT - NEW	\$ 1,030.00	WEIGHT ROOM FLOOR/MAT
December 2018	110	03113202	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -9.00	Dumb bell sets shortfall
December 2018	110	03113202	5731	EQUIPMENT - REPLACEMENT	\$ 9.00	Dumb bell sets shortfall
January 2019	12	01142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -85.00	propane for kitchen
January 2019	12	01142600	5410	UTILITIES, EXCLUDING HEAT	\$ 85.00	propane for kitchen
January 2019	68	03132400	5580	STAFF TRAVEL	\$ -1,852.00	REIMBURSEMENT NEASC CONFERENCE
January 2019	68	03132400	5581	TRAVEL - CONFERENCES	\$ 1,852.00	REIMBURSEMENT NEASC CONFERENCE

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 2018-2019**

Date: February 3, 2018

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

We bid architectural services for designing security vestibules at each of our school's entrances. The low bidder was Rose Tiso & Company of Fairfield, CT. The bid total is \$18,700. There were 7 bids submitted, ranging from \$18,700 to \$102,500. A budget transfer is needed from contingency to 05-14-2600-5330 in the amount of \$18,700 so we can award the job and issue a PO.

Facilities:

I am requesting the funds be transferred from the Contingency Account to the Professional and Technical Services account.

For the Amity Finance Committee:

Recommend the Amity Board of Education approve the following budget transfer to cover the cost for architectural services to designing security vestibules at each of our school's entrances.

For the Amity Board of Education:

Move to approve the following budget transfer to cover the cost for architectural services to designing security vestibules at each of our school's entrances.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency	\$18,700	
05-14-2600-5330	Professional & Technical Services		\$18,700

Technology:

I am requesting the funds be transferred from the Contingency Account to the Technology - Other Supplies Account.

The District has experienced virus attacks in the past several months that have been difficult to identify, track and eradicated. The problem is still being actively managed. This software is much more robust than our current software in performing these tasks. The District also is reviewing the draft report of the cybersecurity audit commissioned last summer. The report identifies more comprehensive solutions than our current antivirus software.

For the Amity Finance Committee:

Recommend the Amity Board of Education approve the following budget transfer to cover the cost for antivirus software for a three-year contract. Pricing was obtained from one our consortiums, CREC – IT solutions and Services, which provides for a three-year contract at \$74,605.

For the Amity Board of Education:

Move to approve the following budget transfer to cover the cost for antivirus software for a three-year contract. Pricing was obtained from one our consortiums, CREC – IT solutions and Services, which provides for a three-year contract at \$74,605.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency	\$74,605	
05-14-2350-5690	Other Supplies		\$74,605

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: 2019-2020 Budget Update

Date: February 4, 2018

I have been working with our health insurance consultant and Anthem to review current data for claims and fees for renewal and the allocation estimates. Claims rose a little in December 2018 as anticipated. That trend is expected to continue in January 2019 as well. There is information being disseminated concerning a spike in prescription drug costs in the industry. I will work with the consultants to settle on the best projection and revised the budget in mid to late February. I do anticipate the total medical budget to be reduced from the original projection.

Governor Lamont is expected to release his proposed budget projections in mid-February. There are currently discussions about ECS funding. This is another piece of data I will include in the revised budget proposal.

The District is working with the Woodbridge Board of Education and Town of Woodbridge to renew our agreements and set prices for 2019-2020. There will be small increases in revenue that will also be incorporated into the budget revision.

Any other significant information that becomes available, if any, before this revision will be included. The revised budget should be ready by February 25, 2019.

Business/Non-Instructional Operations

Transfer of Funds Between Categories; Amendments

The Superintendent shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent and the Director of Finance and Administration shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform to the requirements for ~~state~~-State and Federal Accounting Reports. A monthly budget report shall be prepared in the same format as the annual budget showing revenues and expenditures for each line item the appropriated budget amount, expenditures to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Based upon the above reports, budget transfers shall be made according to the following:

1. Transfers within an object code of a budget line item, for departments or programs in each school, may be made in the amount up to \$3,000 per event by the school Principal with the approval of the Director of Finance and Administration;
2. Transfers between object codes within a budget line item, for departments or programs in each school, may be made in an amount up to \$3,000 per event by the school Principal with the approval of the Director of Finance and Administration; and
3. Transfers from one budget line item to another may be made by the Director of Finance and Administration with the approval of the Superintendent, the Finance Committee and the Board of Education.

In all cases, the Director of Finance and Administration shall maintain a list of all transfers and submit it to the Finance Committee at its monthly meeting.

Any transfers requiring approval of the Finance Committee and the Board of Education shall be submitted as necessary and in a timely manner.

The Superintendent is authorized to make such emergency transfers for health and safety reasons or as necessary if the urgent need for the transfer prevents the Finance Committee and Board of Education from meeting in a timely fashion to consider the transfer, ~~provided that such transfers by the Superintendent shall not exceed \$10,000. The limit applies to each emergency transaction and is not cumulative for the year. Transfers made in such instances shall be presented for ratification at the next regularly scheduled meetings of the Finance Committee and the Board of Education.~~ In the event of a health or safety emergency necessitating a line item transfer, the Director of Finance and Administration with the approval of the Superintendent shall have the authority to make the emergency line item transfer without prior approval of the AFC or the Board, provided that the Superintendent and/or Director of Finance and Administration shall promptly inform the Chairperson of the AFC and the Chairperson of the Board of the details of such transfer. In the event of such an emergency line item transfer, the Superintendent and/or the Director of Finance and Administration shall request a special AFC meeting to consider recommendation of the emergency line item transfer to the full Board. The AFC shall further report the emergency transfer for consideration and approval at the next regularly scheduled Board meeting.

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

Business/Non-Instructional Operations

Investing

Short Term

The Superintendent of Schools/designee shall deposit or invest any funds which are not needed immediately for the operation of the school system in any manner permitted school districts in C.G.S. 7-~~400-399~~ et seq - Municipal Finance.

The Amity Regional School District No. 5 Board of Education authorizes its Treasurer and Superintendent of Schools to so invest such funds.

Any income derived from such deposits or investments shall be credited to General Fund Revenues.

Long-Term

The Board shall approve and maintain an investment policy asset allocation plan for its non-certified pension. The Board shall receive quarterly reports on the performance of its investments.

This policy shall be reviewed periodically by the Amity Finance Committee and the Board.

Capital and Nonrecurring Expenses

The Board, by a majority vote of its members shall maintain a “reserve fund for capital and nonrecurring expenditures.” The aggregate amount of annual and supplemental appropriations by the District to such fund shall not exceed one percent of the annual District budget for such fiscal year. Annual appropriations to such fund shall be included in the share of net expenses to be paid by each member town. Supplemental appropriations to such fund may be made from estimated fiscal year-end surplus in operating funds. Interest and investment earnings received with respect to amounts held in the fund shall be credited to such fund. The Board shall annually submit a complete and detailed report of the condition of such fund to the member towns. Upon the recommendation and approval by the Board of Education, any part or the whole of such fund may be used for capital and nonrecurring expenditures, but such use shall be restricted to the financing of all or part of the planning, construction, reconstruction, or acquisition of any specific capital improvement or the acquisition of any specific item of equipment. Upon the approval of any such expenditure, an appropriation shall be set up, plainly designated for the project or acquisition for which it has been authorized, and such unexpended appropriation may be continued until such project or acquisition is completed. Any unexpended portion of such appropriation remaining after such completion shall revert to said fund. If any authorized appropriation is set up pursuant to C.G.S. 10-51, as amended, and through unforeseen circumstances, the completion of the project or acquisition for which such appropriation has been designated is impossible to attain the Board, by a majority vote of its members, may terminate such appropriation which then shall no longer be in effect. Such fund may be discontinued, after the recommendation and approval by the Board, and any amounts held in the fund shall be transferred to the District’s general fund.

Business/Non-Instructional Operations

Investing (continued)

Capital and Nonrecurring Expenses (continued)

The Board, by a majority vote of its members, shall maintain a reserve fund for accrued liabilities for employee sick leave and severance benefits. Such fund shall be termed “reserve fund for employee sick leave and severance benefits.” The aggregate amount of annual and supplemental appropriations by the District to such fund in any one fiscal year shall not exceed the actuarially recommended contribution from the annual District budget for such fiscal year. No payments shall be made to the fund which shall cause the amount of such fund to exceed the accrued liability for such employee benefits as determined by the District’s annual financial statements, except for the addition of interest and investment earnings with respect to amounts held in the fund. Annual appropriations to such fund shall be included in the share of net expenses to be paid by each member town. Supplemental appropriations to such fund may be made from estimated fiscal year end surplus in operating funds. Interest and investment earnings received with respect to amounts held in the fund shall be credited to such fund. The Board shall annually submit a complete and detailed report of the condition of such fund to the member towns. Upon the approval of the Board, by a majority vote of its members, any part or the whole of such fund may be used for the payment of employee sick leave and severance benefits without further appropriation. Such fund may be discontinued, after recommendation and approval by the Board, and any amounts held in the fund shall be transferred to the District’s general fund.

Legal Reference: Connecticut General Statutes

7-409 Investment of funds.

10-51 Fiscal year. Budget. Payments by member town; adjustments to payments. Investment of funds. Temporary borrowing. (as amended by PA 06-192)

PA 06-192 An Act Concerning Minor Revisions to the Educations Statutues

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

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

Existing policy number 3434 adopted 11/14/05, appropriate as written.

Business/Non-Instructional Operations

Periodic Audit

An audit of all accounts of the school district shall be provided annually by an independent public accountant selected by the Board of Education on recommendation of the Superintendent. A contract for audit services shall be for an initial ~~tenn-term~~ of no more than three years with an option to extend for no more than two ~~1-1~~-year periods.

The audit shall include all funds of the ~~distriet~~District, including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut and (2) a summary of audit exceptions and management recommendations.

The annual audit shall be placed on the agenda of the Board of Education at a regularly scheduled public meeting and shall be reviewed by the Board of Education. The independent public accountant shall be asked to attend the meeting, but his/her attendance is not mandatory.

The Superintendent shall report on a corrective action plan including periodic updates when warranted.

This audit does not serve the requirements of C.G.S. 10-260a regarding the obligation ~~-of -the~~ auditors of public accounts in auditing of State grants for public education.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits.

7-393 Working papers of accountant; preservation for inspection.

10-260a Auditing of state grants for public education.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Existing policy, number 3435 adopted 5/8/06, appropriate as written.

Business and Non-Instructional Operations

Accounts

Fraud Prevention and Investigation

The Board expects all employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the District to act with integrity and due diligence in duties involving the District's fiscal resources.

The Superintendent or his/her designee shall be responsible for developing internal controls which aid in the prevention and detection of fraud, financial impropriety or irregularity within the District. Each member of the management team shall be alert for any indication of fraud, financial impropriety, or irregularity within his/her areas of responsibility.

An employee who suspects fraud, impropriety or irregularity shall immediately report the suspicions to the Superintendent or Board Chairperson as appropriate. The Board Chairperson shall immediately inform the full Board. If the suspicion of fraud has to do with senior management, the complaint must be made to the Board Chairperson. The Superintendent or designee shall have primary responsibility for any necessary investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

(cf. 3100 – Budget/Budgetary System)
(cf. 3300 – Expenditures/Expending Authority)
(cf. 3324.1 – Contracts)
(cf. 3430 – Periodic Financial Reports)
(cf. 3434 – Periodic Audit)

Existing regulation, number 3435 adopted 5/8/06, appropriate as written.

Business and Non-Instructional Operations

Accounts

Fraud Prevention and Investigation

Fraud, financial improprieties or irregularities include, but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document.
3. Misappropriation of funds, securities, supplies or other assets.
4. Impropriety in the handling of money or reporting of financial transactions.
5. Profiteering as a result of insider information of District information or activities.
6. Disclosing confidential and/or proprietary information to outside parties.
7. Accepting or seeking anything of material value from contractors, vendors, or persons providing services to the District.
8. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment.
9. Failing to provide financial records to authorized state or local entities.
10. Any other dishonest or fraudulent act.

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall issue a report to the Board of Education. The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with the Board Chairperson and legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know.

Regulation approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

**Amity Regional School District No. 5 Public Schools
Woodbridge, Connecticut**

Code of Conduct and Ethical Behavior
(for employees with financial and/or accounting responsibilities)

As an employee of the District and recognizing the trust placed in me by the elected representatives of the community, I agree to adhere to the following:

1. Recognize the Board's intent that the District operate in a culture of honesty and ethical behavior and to do all in my power to further that goal;
2. Comply with all laws, rules, regulations and court orders of the State of Connecticut and of the United States, as well as Board policy addressing conflicts of interest and other fiscal matters;
3. Practice good stewardship of the District's financial property resources, including reporting of fraudulent expenditures;
4. Support and follow sound business practices to the best of my ability and in keeping with job-related training;
5. Maintain and protect all District financial records;
6. Perform my job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;
7. Report knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures;
8. Guard against misappropriation of assets, particularly theft of the District's assets; and
9. Resist incentives, pressures, and negative attitudes that detract from performance of my responsibilities.

Signature

Position

Date

Upon hiring and annually thereafter, each employee with financial/accounting responsibilities will sign this document. The signed document is to be placed in the employee's personnel file.

Existing policy, number 3440 adopted 11/14/05, appropriate as written.

Business/Non-Instructional Operations

Inventories

Fixed Assets

It is the policy of the Board of Education to maintain an inventory of its fixed assets. Individual assets whose value is at least \$1,000 or more are to be inventoried, an identification number is to be assigned, and the item is to be numerically tagged or otherwise identified.

The Director of Finance and Administration is directed to maintain a listing of the Region's fixed assets and to update the listings on a yearly basis to reflect purchases and dispositions.

Fixed assets are to be inventoried on a random sample basis at least once each year. During this inventory, obsolete or surplus fixed assets are to be identified, removed from the list of fixed assets, and disposed of where possible, by sale. The cost of the disposed asset is to be removed from the Region's financial records.

(cf. 3260 - re Disposal of Obsolete or Surplus Fixed Assets)

Students

Examination/Grading/Rating

The Board of Education believes students will respond more positively to the opportunity for success than to the threat of failure. It seeks, therefore, through performance objectives in its instructional program to make achievement both recognizable and possible for students.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, the students' parents and counselor of his/her progress, and to provide a basis for bringing about change in student performance, if such change seems necessary.

Annually, students in grades 7, 8 and ~~10-11~~ will participate in statewide mastery examinations. Student and district results will be shared with parents and the Board of Education. Individual student and group results will be analyzed for possible curriculum modification and development of student support services. ~~Improvement plans will be developed for students not meeting state goals.~~

Legal Reference: Connecticut General Statutes

10-14n Statewide mastery examination.

10-14q Exceptions. (Students to whom provisions do not apply.)

10-221a High school graduation requirements.

Students

Awards for Achievement

The Board of Education encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be pointed out.

The Superintendent or his/her designee is authorized to review and approve, or reject, proposed trophies, prizes, scholarships or other awards from non-school donors. Acceptance will require using criteria including, but not limited to, the following questions:

1. Can the proposed award be considered free from motives of personal or corporate gain and publicity?
2. Are the criteria for making the award under the control of the professional staff, or acceptable to the staff?
3. Are the purposes either implied or explicit, of the proposed award consistent with our schools' goals?

Students

Awards for Achievement – Middle Schools

Academic Honors

Academic Honors are earned and recognized on a marking period basis.

Criteria for First Honors

- ~~A or better in four subjects which meet at least 5 times per week.~~
- ~~B or better in all subjects which meet at least 5 times per week.~~
- ~~B or better in subjects which meet fewer than 5 times per week.~~
- ~~No averaging of grades is recognized.~~

To obtain first honors, a student must achieve an A- or better in all subjects.

Criteria for Second Honors

- ~~B or better in subjects which meet at least 5 times per week~~
- ~~B or better in subjects which meet fewer than 5 times per week~~
- ~~No averaging of grades is recognized.~~

To obtain second honors, a student must achieve an B or better in all subjects.

Academic Awards

~~Academic Awards are earned and recognized on grades earned for the year.~~

Criteria for Academic Awards

- ~~B or better in subjects which meet at least 5 times per week~~
- ~~B or better in subjects which meet fewer than 5 times per week~~
- ~~No averaging of grades is recognized.~~

Types of Certificates

1. ~~**Academic Achievement I**—A certificate recognizing a 7th or 8th grade student who meets the above criteria for the first time.~~
2. ~~**Academic Achievement II**—A certificate recognizing an 8th grade student who meets the above criteria for the second time.~~

Students

Awards for Achievement

~~Types of Certificates (continued)~~

~~3. Academic Award Class I—An award recognizing a 9th, 10th, 11th, 12th grade student who meets the above criteria for the first time.~~

~~Academic Awards Class II—Class III and Class IV—An award recognizing a 10th, 11th, 12th grade student who meets the above criteria for the second, third, and fourth time. A Class IV is the highest award that can be granted a student for academic achievement in the Amity Regional School District.~~

~~NOTE: Grades received other than A's and B's in subjects must be satisfactory or passing to qualify for Academic Honors or Academic Awards.~~

~~Only full time students are eligible for Honors and Academic Awards. Under normal circumstances, students are expected to carry the equivalent of 5 courses which meet at least 5 times per week, plus physical education.~~

Awards of Achievement – High School

Academic Honors

First Honors

To obtain first honors a student must achieve an unweighted GPA of 3.6 to 4.0 with no grade lower than a B-.

Second Honors

To obtain second honors a student must achieve an unweighted GPA of 3.0 – 3.59 with no grade lower than a B-.

The unweighted GPA is calculated on a 4.0 scale. All courses are included in determining an unweighted GPA except: Physical education/Health, Resource, Non-elective reading and Pass/Fail courses.

Awards of Achievement – All Schools

Academic Awards

The middle schools and high school may select to recognize and celebrate student academic achievement with Academic Awards. Criteria for these awards may shall be determined at the school level by the principal and his/her designee.

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

Students

Conduct and Discipline

Each student shall learn to respect the rights of others as individuals and as groups. The student shall learn the rules that govern appropriate behavior in his/her school and obey the rules established by the Board for all students in all public schools of the town.

Areas of Responsibility

Board of Education - The Board of Education holds the certified personnel responsible for the proper conduct and control of students while legally under the supervision and jurisdiction of the school.

Principal - The Principal may implement necessary procedures and rules and regulations to render effective the policies of the Board of Education relating to standards of student behavior. The Principal may involve representatives of all areas of school personnel, students, parents and citizens of the community.

Teachers - Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of students. The responsibility and authority of any teacher extends to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher as to be subject to the teacher's control.

Parents - Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children.

I. Definitions

- A. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- B. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- C. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- D. **Removal** is the exclusion of a student for a class period of ninety minutes or less.

Students

Conduct and Discipline

I. Definitions (continued)

- E. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- F. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below. All suspensions shall be in-school suspensions unless the administration determines for any student enrolled in grades three through twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.
- ~~A student enrolled in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such a suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons. In addition, a person's duty as a mandated reporter to report suspected child abuse or neglect is not limited by this section.~~
- G. **Expulsion** means the exclusion of a student, grades three to twelve inclusive, from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.
- H. **School Days** shall mean days when school is in session for students.
- I. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- J. **"Alternate education"** means a school or program maintained and operated by the Board of Education that is offered to students in a nontraditional setting and addresses their social, emotional, behavioral and academic needs. Such program must conform to SBE guidelines and conform to C.G.S. 10-15 and 16 (180 days/900 hours).

Students

Conduct and Discipline

II. Scope of the Student Discipline Policy

A. Conduct on School Grounds or at a School-Sponsored Activity:

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. Conduct off School Grounds:

1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section C.G.S. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

2. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any pistol or revolver, any dirk knife or switch knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, blackjack, sand bag, metal or brass knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined below at section VI.B.

III. Actions Leading to Disciplinary Action, including Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including but not limited to suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

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III. Actions Leading to Disciplinary Action, including Suspension and/or Expulsion (continued)

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures.
4. Violation of smoking; dress; transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, or law enforcement authorities, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked.
8. A walk-out from or sit-in within a classroom or school building or school grounds.
9. Blackmailing, threatening or intimidating school staff or students.
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object. This also includes pellet guns and/or air soft pistols.
11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
13. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages. For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
14. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.

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III. Actions Leading to Disciplinary Action, including Suspension and/or Expulsion (continued)

15. The destruction of real, personal or school property such as, cutting, defacing or otherwise damaging property in any way.
16. Accumulation of offenses such as school and class tardiness, class or study hall or failure to attend detention.
17. Trespassing on school grounds while on out-of-school suspension or expulsion.
18. Making bomb threats or other threats to the safety of students, staff members, and/or other persons.
19. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
20. Throwing snowballs, rocks, sticks and/or similar objects.
21. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
22. Leaving school grounds, school transportation vehicle or a school-sponsored activity without authorization.
23. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
24. Possession and/or use of a radio, walkman, beeper, paging device, cellular telephone, walkie-talkie or similar electronic device on school grounds or at a school-sponsored activity- in a manner that is not in accordance with the District Technology and District Acceptable Use policies. ~~without the written permission of the Principal or his/her designee.~~
25. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.
26. Possession and/or use of a laser pointer.
27. Hazing.
28. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
29. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

Students

Conduct and Discipline (continued)

IV. Procedures Governing Removal

A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the Principal or his/her designee at once. A student may not be removed from class more than six times in one school year nor more than twice in one week unless the student is referred to the building Principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

V. Procedures Governing Suspension

- A. The Principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. All suspensions shall be in-school suspensions unless the administration determines that for a student enrolled in grades three through twelve, inclusive, (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

~~An out-of-school suspension may be given to a student enrolled in grades preschool through grade two, inclusive, if it is determined by the administration that an out-of-school suspension is appropriate due to evidence that the student's conduct on school grounds is of a violent nature or sexual nature that endangers persons.~~

In such cases, the following procedures shall be followed:

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the Principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.

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V. Procedures Governing Suspension (continued)

2. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the Principal, but only considered in the determination of the length of suspensions.
3. By telephone, the Principal or designee shall notify the parent or guardian of a student and the Superintendent of Schools not later than 24 hours of the suspension following the suspension and state the cause(s) leading to the suspension.
4. Whether or not home contact is made with the parent or guardian of such student, the Principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the Principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
5. Notice of the original suspension shall be transmitted by the Principal or designee to the Superintendent of Schools or designee by the close of the school day following the commencement of the suspension.
6. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
7. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school.
8. The decision of the Principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
9. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians.

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V. Procedures Governing Suspension (continued)

- B. In cases where the student has already been suspended, or such suspension will result in the student's being suspended, more than ten (10) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The Principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing.

VI. Procedures Governing In-School Suspension

- A. The Principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the Principal or designee. Guidelines developed and promulgated by the Commissioner of Education will be utilized by the administration to help determine whether a student should receive an in-school or out-of-school suspension.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building Principal or designee.
- C. In-school suspensions shall be served in the school attended by the student. ~~(or: In-school suspensions may be served in any school under the Board's jurisdiction. The Board has determined that such suspension will be served in the following schools: _____.)~~
- D. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

VII. Expulsion Recommendation Procedure

- A. A Principal may consider recommendation or expulsion of a student enrolled in grades three through twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct described at sections IIA. And IIB., above.
- B. A Principal must recommend expulsion proceedings in all cases against any student in grades preschool through grade twelve, inclusive, whom the administration has reason to believe:

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VII. Expulsion Recommendation Procedure (continued)

1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 USC 921 as amended from time to time; or
2. off school grounds, possessed a firearm as defined in 18 USC 921, in violation of C.G.S. 29-35, or possessed and used a firearm as defined in 18 USC 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under section 952 of the Connecticut General Statutes; or
3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in C.G.S. §21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278.
4. The following definitions shall be used in this section:
 - a. A “firearm” as defined in 18 USC 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a muffler or silencer, or (d) any destructive device. As used in this definition, a “destructive device” includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or a similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than ½” in diameter. The term “destructive device” does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
 - b. “Deadly weapon” means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. It may also include pellet guns and/or air soft pistols.
 - c. “Dangerous instrument” means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle”.

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VII. Expulsion Recommendation Procedure (continued)

- d. “Martial arts weapon” means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
 - e. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term “weapon” means any pistol or revolver, any dirk knife or switch knife or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any sling shot, blackjack, sand bag, metal or brass knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined above.
- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation.

VIII. Expulsion Hearing Procedure

A. Emergency Exception

Except in an emergency situation, the Board of Education shall, prior to expelling the student, conduct a hearing to be governed by the procedures outlined herein. Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion.

B. Hearing Panel

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

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VIII. Expulsion Hearing Procedure (continued)

C. Notice

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor to his/her parent(s) or guardian(s) at least five business days prior the time of the hearing.
2. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, and location of the hearing.
 - b. A short, plain description of the conduct alleged by the administration.
 - c. The student may present as evidence, testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion, as well as notice that the expulsion hearing will be the student's sole opportunity to present such evidence.
 - d. The student may cross-examine witnesses called by the administration.
 - e. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
 - f. The notice shall include information concerning the parent/guardian and the student's legal rights regarding expulsion hearings and the legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service or source of such services) and how to access such services. An attorney or other advocate may represent any student subject to expulsion proceedings. The student's parent/guardian shall have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.
 - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language or is disabled.
 - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

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Conduct and Discipline

VIII. Expulsion Hearing Procedure

D. Hearing Procedures

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Board. Concluding statements will be made by the administration and then by the student and/or his or her representative.
8. In cases where the respondent has denied the allegation, the Board must determine whether the respondent committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider evidence regarding the length and conditions of expulsion.

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Conduct and Discipline

VIII. Expulsion Hearing Procedure

D. Hearing Procedures (continued)

10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Superintendent will make a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
13. The Board shall make findings as to the truth of the charges, if the student has denied them, and, in all cases, the disciplinary action, if any, to be imposed. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing.
14. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or his/her parents/guardians

IX. Board Policy Regarding Mandatory Expulsions

- A. In keeping with C.G.S. §10-233d and the Gun Free Schools Act, it shall be the policy of the Board to expel a student enrolled in grades preschool through grade twelve, inclusive, for one full calendar year for: the conduct described in Section VII(B)(1), (2) and (3) of this policy. The Board may modify the term of expulsion on a case-by-case basis.

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X. Alternative Educational Programs for Expelled Students

A. Students under sixteen (16) years of age:

Whenever the Board of Education expels a student under sixteen years of age, it shall offer any such student an alternative educational program, which shall be (1) alternative education, as defined, by C.G.S. 10-74j or (2) in accordance with the standards adopted by the State Board of Education (SBE) with an individualized learning plan.

B. Students sixteen (16) to eighteen (18) years of age:

The Board of Education will provide an alternative education as defined or in accordance with SBE standards to a sixteen to eighteen year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen and eighteen who is expelled for the second time.

C. Students eighteen (18) years of age or older

The Board of Education is not required to offer an alternative educational program to expelled students eighteen years of age or older.

D. Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA")

If the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

XI. Notice of Student Expulsion on Cumulative Record

- A. Notice of expulsion and the conduct for which the student was expelled shall be included on the students' cumulative educational record. Such notice, except for the notice of an expulsion of a student in grades 9 through 12 inclusive, based on possession of a firearm or deadly weapon, may be expunged from the cumulative educational record by the Board if the Board determines that the conduct and behavior of the student in the years following the expulsion warrants an expungement. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school.
- B. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.

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Conduct and Discipline

XI. Notice of Student Expulsion on Cumulative Record (continued)

- C. In the case of a student in grades kindergarten to grade eight inclusive expelled for the possession of a firearm or deadly weapon, the Board may expunge from the student's cumulative education record the notice of the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following the expulsion warrants an expungement.

XII. Change of Residence During Expulsion Proceedings

A. Student moving into the school district:

- 1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
- 2. Where a student enrolls in the district during the period of expulsion from another school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The Board shall make its determination based upon a hearing held by the Board which shall be limited to a determination of whether the conduct which was the basis of the expulsion would also warrant expulsion by the Board.

B. Student moving out of the school district:

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. Suspension of IDEA students:

Notwithstanding the foregoing, if the administration suspends a student identified as eligible for services under the IDEA, as reauthorized in 2004, (an "IDEA student") who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

Students

Conduct and Discipline

XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (“IDEA”) (continued)

1. The administration shall not later than the date on which the decision to take disciplinary action is made, notify the parents of the student of the decision to suspend and a copy of the special education procedural safeguards must either be hand delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. The school district shall immediately convene the IEP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension which constitutes a change in placement was made. The relevant members of the student’s IEP team shall consider the relationship between the student’s disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student’s behavior was a direct manifestation of his/her disability.
3. If the IEP team finds that the behavior was a direct manifestation of the student’s disability, the administration shall not proceed with the recommendation for expulsion. The IEP team shall consider the student’s misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the IEP team finds that the behavior was not a manifestation of the student’s disability, the administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.

Students

Conduct and Discipline

XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (“IDEA”) (continued)

5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.
7. The District has the authority, on a case-by-case basis, to determine whether the student should be removed from the classroom and placed in an alternative setting, pending a manifestation determination.
8. School personnel may remove a disabled student who has violated the conduct code from his/her current placement for up to 10 school days without a hearing.

C. Transfer of IDEA students for Certain Offenses:

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Inflicted serious bodily injury to another person at school, on school premises or at a school function.

As used in this subsection XIIC., the term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

The term “serious bodily injury” means a substantiated risk of death, extreme physical pain, protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

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Conduct and Discipline

XIV. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973

A. Expulsion of students identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973:

Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 (a “Section 504 Student”) who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student’s Section 504 team (504 team), for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion, in order to determine whether the student’s behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the administration shall not proceed with the recommendation for expulsion. The 504 team shall consider the student’s misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the 504 team finds that the behavior was not a manifestation of the student’s disability, the administration may proceed with the recommendation for expulsion.

XV. Notification to Parents or Guardian

- A. The parents or guardian of any minor student either expelled or suspended or removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of expulsion, suspension or removal from class.
- B. The Superintendent of Schools shall forward to the student concerned and his/her parents, or the student if he/she has attained the age of 18, a copy of this Board policy on student discipline at the time the Superintendent sends out the notice that an expulsion hearing will be convened.

Students

Conduct and Discipline (continued)

XVI. An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmissions to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVII. Dissemination of Student Conduct and Discipline Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVIII. Compliance with Reporting Requirements

1. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
2. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
3. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in C.G.S. §53a-3, the violation shall be reported to the local police.

Legal References: Connecticut General Statutes
 4-177 – 4-180 Contested cases. Notice. Record, as amended
 10-74j Alternative education (PA 15-133)
 10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 14-229, PA 15-96 PA 16-147 and PA 17-220
 10-233f In-school suspension of students.
Packer v. Board of Educ. of the Town of Thomaston, 246 Conn.89 (1998).
 Public Act 98-139
Honig v. Doe, (United States Supreme Court 1988)
 Individuals with Disabilities Act, 20 U.S.C. 1400 et seq. as amended by the Individuals with Disabilities Education Act Amendments of 1997 (P.L. 105-17). Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).
 P.L. 108-446 Individuals with Disabilities Education Improvement Act of 2004
State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006)

Policy adopted:

Instruction

Graduation Requirements

Graduation from the Amity Regional School District public schools indicates:

1. That students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve,
2. That they have satisfactorily passed any required state approved mastery examinations and/or satisfactorily demonstrated the district's performance standards as established by the faculty and approved by the Board of Education, and
3. That they have attained the legally mandated number and distribution of credits.

Students must demonstrate proficiency in the following basic skill areas: reading, writing, mathematical problem solving, scientific problem solving, and technology. Students must demonstrate proficiency in these areas through a designated score on federal or state standardized tests or through performance-based assessments in particular courses.

The Principal shall submit to the Board of Education, through the Superintendent, his/her detailed requirements and standards to agree with the goals of our schools as adopted by the Board of Education. It is expected that the faculty will apply measures of achievement to provide evidence that each student has progressed far enough toward school goals to warrant graduation according to the terms of paragraph #1 above.

The Board of Education, in recognition of its responsibilities for the education of all youths in the school system, including those who do not successfully complete the assessment criteria listed above, and who drop out of school, shall make available to all the school district's youths a course of study or alternative programs for meeting standards that will enable them to acquire a high school or vocational school diploma.

The Board of Education shall award a high school diploma to any World War II veteran or veteran of the Korean Hostilities or Vietnam Era veteran requesting such diploma who left high school for military service as defined in the statutes and did not receive a diploma as a consequence of such service.

Under normal circumstances, the administration at Amity Regional High School requires students to complete all credits necessary to graduate through in-house courses and programs. The administration does recognize that there may be circumstances in which students wish to pursue off-campus courses, and wish to apply the credits earned through these off-campus courses towards Amity Regional High School credit for graduation. Enrollment in an off-campus course does not waive the full-time student status requirement at Amity Regional High School (refer to Program of Studies for definition of full-time student status). Tuition, transportation, and all associated costs/fees for off-campus courses will be the sole responsibility of the student; the

Policy adopted:

June 08, 2015

AMITY REGIONAL SCHOOL DISTRICT NO. 5
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Graduation Requirements

district will assume no financial responsibility. Campus courses will be the sole responsibility of the student; the district will assume no financial responsibility.

Off-campus courses must meet the following requirements:

1. Course must be taken at an accredited school, college, university, or on-line program
2. Course must be taught by a state or nationally certified teacher
3. Seat hours must be equivalent to Amity Regional High School courses (120 hours for 1 credit course and 60 hours for .5 credit course)
4. If the off-campus course is also offered in-house, the student must receive a passing grade (60+) on the final exam from the comparable course taught at Amity Regional High School. If the off-campus course is not offered in-house, the student may be asked to present a portfolio of completed work to the Academic Standards Committee.

Students wishing to pursue credit for off-campus courses, for which Amity Regional High School does not have an existing partnership, must request approval by a standing committee called the Academic Standards Committee. The Academic Standards Committee must approve all courses taken off-campus for Amity Regional High School credit prior to enrollment. The Academic Standards Committee will include, but not be limited to, the Amity Regional High School Director of Counseling Services, the High School Principal, and department chair(s) of the pertinent content area(s). The committee will review the merit of all requests. If a course is approved and successfully completed, the course will be recorded as follows:

1. Course will be listed on the Amity Regional High School transcript as a transfer course showing the institution awarding the credit
2. Grade will be listed as Pass/Fail Grade and quality points will not be factored into the student's GPA or Weighted GPA

Beginning with the graduating class of 2023, the Board of Education will provide adequate student support and remedial services for students. Such support and remedial services shall provide alternate means for a student to complete any of the high school graduation requirements listed. Student support and remedial services shall include, but not be limited to, (1) allowing students to retake courses in summer school or through an online course; or (2) allowing students to enroll in a class offered at a constituent unit of the state system of higher education.

The Board/District shall create a student success plan for each enrolled student, beginning in grade seven. Such a plan shall include a student's career and academic choices in grades seven to twelve, inclusive.

Only courses taken in grades nine through twelve, inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education shall satisfy the graduation requirements.

Policy adopted:

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Graduation Requirements

(cf. 5121 - Examination/Grading/Rating)

Legal References: Connecticut General Statutes

10-14n State-wide mastery examination. Conditions for reexamination.
Limitation on use of test results. (as amended by Section 115 of PA 14-217

10-221a High school graduation requirements. (As amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation, P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses and Other Subject Areas, P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 11-135, An Act Concerning Implementation Dates for Secondary School Reform, P.A. 13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes and P.A. 13-247, Budget Implementer Bill.

10-233(a) Promotion and graduation policies. (as amended by PA 01-166)

P.A. 13-108, An Act Unleashing Innovation in Connecticut Schools.

[P.A. 13-247, An Act](#) Implementing Provisions of the State Budget.

[P.A. 15-237, An Act Concerning High School Graduation.](#)

[P.A. 17-42, An Act Concerning Revisions to the High School Graduation Requirements](#)

Policy adopted:

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Graduation Requirements

The following credit distribution requirements are in-line with or exceed the current CT State Requirements for high school graduation.

The following distribution of credit reflects an adjustment in the number of credits awarded in science and physical education/health courses to more accurately reflect scheduled instruction time. These adjustments are made for the class of 2019 and beyond so as to not require retroactive adjustments to credit distribution.

Class of 2019 and 2020:

English	4 Credits (4 Years)
Mathematics	4 Credits (4 Years)
Science	3.5 Credits (3 Years) *Adjustment
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years)
Practical and Fine Arts	1 Credit (1 Year)
Physical Education/Health	1.5 Credit (3 Years) *Adjustment
Electives	6 Credits
TOTAL	25 Credits

In addition to the above requirements, students are required to carry a minimum of 6 credits per semester to maintain full-time student status and matriculate toward earning a high school diploma.

Graduation Requirements

English	4 Credits (4 Years)
Mathematics	4 Credits (4 Years)
Science	3.5 Credits (3 Years)
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years)
Practical and Fine Arts	1 Credit (1 Year)
Physical Education/Health	1.5 Credit (3 Years)
Electives	6 credits

In addition to the above requirements, students are required to carry a minimum of 6 full credits per semester to maintain full-time student status and matriculate toward earning a high school diploma.

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Graduation Requirements

Class of 2022:

English	4 Credits (4 Years)
Mathematics	4 Credits (4 Years)
Science	3.5 Credits (3 Years)
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years)
Practical and Fine Arts	1 Credit (1 Year)
Physical Education	1.5 Credit (3 Years)
Health	.5 Credit (1 semester during 9 th grade)
Electives	5.5 credits

TOTAL 25 Credits

In addition to the above requirements, students are required to carry a minimum of 6 credits per semester to maintain full-time student status and matriculate toward earning a high school diploma.

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Graduation Requirements

Class of 2023 and beyond:

Humanities Credits

English	4 Credits (4 Years)
Social Studies (including civics)	3 Credits (3 Years)
Arts	.5 Credit (1 semester)
Arts, Social Studies, or English Electives	1.5 Credits

Science, Technology, Engineering and Math

Mathematics	4 Credits (4 Years)
Science	3.5 Credits (3 Years)
Career and Technology	.5 Credit (1 semester)
Math, Science, or CTE Electives	1 Credit

Other Required Credits

World Language	2 Credits (2 Years)
Physical Education/Health	2 Credits (including required 9 th grade health class)
Electives	2 Credits
Mastery-Based Diploma Assessment	1 Credit

TOTAL 25 Credits

In addition to the above requirements, students are required to carry a minimum of 6 full credits per semester to maintain full-time student status and matriculate toward earning a high school diploma.

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Instruction

Statewide Proficiency/Mastery Examinations

Each student enrolled in grades seven and eight inclusive and grade ten or eleven shall take a statewide mastery examination (measuring whether or not a student has mastered essential grade level skills in reading, ~~language arts~~ writing, and mathematics). Each student enrolled in grade eight, ten or eleven shall annually take a state approved mastery examination in science. The mastery examination shall be provided by and administered under the supervision of the State Board of Education.

~~Note: Students in Connecticut participate in the designated state mastery assessments in English, language arts, literacy, and mathematics in grades seven and eight inclusive and grade eleven. In science, students participate in the state approved assessment in grades eight and ten or eleven.~~

Commented [JB1]: Is this paragraph even necessary?

Student scores on each component of the statewide tenth or eleventh grade state assessment may be included on the permanent record and transcripts of students. Students who meet or exceed the statewide mastery goal on any component of the statewide mastery examination, shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for each such component. Each tenth or eleventh grade student who has not met the mastery goal level on each component of the mastery examination may annually take or retake each such component at its regular administration until the student scores at or above each goal level or until the student graduates or turns twenty-one (21).

The school district does not require achievement of a satisfactory score on the statewide proficiency examination or statewide mastery examination, or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

Any state approved alternate assessment of students enrolled in special education, shall be available only to those students with significant cognitive disabilities. Students with significant cognitive disabilities in grades seven ~~and through~~ eight inclusive and grade ten or eleven shall be assessed with the Connecticut Alternative Assessment in English/language arts and mathematics. In science, eligible students with significant cognitive disabilities shall be assessed with the state approved alternative assessment in grades eight and ten or eleven. In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.

The participation goal will be in compliance with the federal legislation standard for the total school population, as well as for each subgroup (e.g. race/ethnicity, gender, special education, bilingual/ESL, eligibility for free and reduced lunch).

6146.2(b)

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Statewide Proficiency/Mastery Examinations

(cf. 5121 - Examination/Grading/Rating)
(cf. 5125 – Student Records; Confidentiality)
(cf. 6146 - Graduation Requirements)
(cf. 6162.31 - Test Exclusion)

Legal Reference: Connecticut General Statutes

10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by PA 03-174 and PA 03-168)

~~10-14o Compensatory education grant. Financial statement of expenditures.~~

~~10-14p Reports by local and regional boards re instructional improvement and student progress.~~

10-14q Exceptions (as amended by PA 01-205)

PL 107-110 – Title I, 34 CFR Part 200

Policy adopted: August 10, 2015

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut



Amity Regional School District No. 5, Woodbridge, CT
MOU-SRO

Memorandum of Understanding
By and Between

Amity Regional School District No. 5
and
Woodbridge Police Department

I. Introduction

Schools and law enforcement share responsibility for school safety and must work together with complementary policies and procedures to ensure a safe learning environment for students. This document expresses the agreement of the parties regarding non-emergency police presence in the Amity Regional School District. The Agreement strives to clarify the role of law enforcement in the schools.

II. Definitions

"PD" refers to the Woodbridge Police Department and its collective members and officers therein.

"The Board" refers to the Amity Regional Board of Education.

"School" refers to Amity Regional High School.

"Administration" refers to the collective School employees holding titles of principal, assistant/associate principal, and their superiors.

"SRO" refers to a School Resource Officer who has been assigned to one or more district schools. All SROs are employees of the Woodbridge Police Department and are not considered school officials.

III. PD and SRO Responsibilities

The PD shall supply the School a full-time SRO. Funding for 77.5% (i.e., \$84,402 for fiscal year 2018) of the SRO shall be incorporated into the annual Amity operating budget to cover the cost of salary, benefits, and equipment for the SRO. The Superintendent of Schools will establish a chain of command in charge of security. The Superintendent of Schools, or his/her designee, will be included in the hiring/assigning and year end evaluation of the SRO in conjunction with the Woodbridge PD. Accordingly, the SRO will be selected from a competitive testing process congruent with union guidelines and will receive formal training commensurate with the SRO position. The SRO's schedule within the PD will be Monday through Friday from 0700 to 1500 hours. The SRO's schedule will be subject to, among other things, the officer's time off (e.g. vacations, holidays, sick time, etc.), PD training, or other exigent circumstances that require the SRO's attention. For the purposes of this section, "exigent circumstances" shall include, but not be limited to, high priority and/or extraordinary criminal investigations.

The SRO shall wear an authorized regulation police uniform and operate an assigned police cruiser during the assignment unless otherwise authorized by the supervisor for a specific purpose. The SRO shall remain visible in the School and patrol both the exterior and interior grounds.



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The SRO, at all times, shall remain an employee of the Woodbridge Police Department. The SRO shall not perform tasks outside of the normal scope of police duties and is not responsible for student discipline or enforcement of school rules.

The Superintendent of Schools, or his/her designee, will set annual goals with the SRO. The SRO shall make classroom presentations when requested by the School on such topics as the role of police in the community, search and seizure, laws of arrest, traffic laws, crime prevention, D.A.R.E, alcohol/drug awareness and education, and youth programs. The SRO may also attend parent, faculty, student, administration, and other meetings to provide information regarding the SRO program as well as opportunities for involvement and support. Lesson plans for all formal, organized presentations will be forwarded to the Patrol Commander (Training Officer) for review and approval prior to presentation. Participation in other activities such as panel discussions, mentoring programs, and community coalitions or task forces must be approved, in advance, by the Patrol Commander. The SRO shall keep the Patrol Commander informed of the status of such additional activities.

The SRO is prohibited from fraternizing with any student, regardless of the student's age. Any contact with a student off-campus, other than school sponsored events or happenstance encounters in a public place, is prohibited.

IV. School Responsibilities

Each school to which an SRO is assigned shall provide the SRO with an office, which is equipped with both a telephone and a computer capable of internet and email access. Furthermore, and insofar as practical, the location of the office shall be immediately adjacent to a common student hallway providing the SRO the opportunity to view passing students. Said officer shall also be equipped with a locked storage area and file cabinet.

V. Communication

Various state and federal laws impact how and when information can be shared by school officials and police. School officials must comply with the Family Educational Rights and Privacy Act ("FERPA") when sharing student information with police. Police are subject to certain Department of Justice and Connecticut General Statutes restrictions when sharing juvenile information with school officials. Both school officials and police may be bound by the Health Insurance Portability and Accountability Act ("HIPAA"). In addition, all individuals who are mandated reporters may be required to share information under mandated reporter laws.

a. FERPA

In general, school officials may not disclose students' personally identifiable information. However, there are exceptions to this general rule that would allow school officials to share student information with the PD.

Under FERPA, school officials may disclose directory information under certain circumstances. In accordance with FERPA, under Board Policy 5125.1, the Schools may share Directory Information with the police without consent, provided that parents have been informed of the Schools' definition of Directory Information, and parents have been provided the opportunity to opt out at the beginning of the year.

In addition, FERPA provides that school officials may share student information in the event of a health or safety emergency. Information from student records may be released to appropriate individuals in connection with an emergency if knowledge of the information is



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necessary to protect the health or safety of the student or other individuals. The Board may take into consideration the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the Board determines that there is an articulable and significant threat to the health or safety of a student or other individuals, the Board may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

b. Police Notification of Arrest to School Officials

Under certain circumstances, police are required to notify school officials that a student has been arrested. The General Statutes at Section 10-233h require that if a person is:

- at least seven but less than twenty-one years of age; and
- an enrolled student; and
- is arrested for a violation of Section 53-206c, a class A misdemeanor, or a felony;

The municipal police department or Division of State Police within the Department or Emergency Services and Public Protection that made the arrest shall:

- not later than the end of the weekday following the arrest, orally notify the Superintendent of Schools of the school district in which the person resides or attends school of the identity of the person and the offense or offenses for which the person was arrested; and
- within seventy-two hours of the arrest, provide to the Superintendent written notification of the arrest, containing a brief description of the incident.

The Superintendent shall maintain the written report in a secure location and the information in the report shall be maintained as confidential in accordance with Section 46b-124 of the state statutes.

The Superintendent may disclose the information to only the principal of the school in which the person is a student, or to the principal or supervisory agent of any other school in which the Superintendent knows the person is a student.

The principal or supervisory agent may disclose the information only to special services staff or a consultant, such as a psychiatrist, psychologist, or social worker, for the purposes of assessing the risk of danger posed by such person to himself, other students, school employees, or school property and effectuating an appropriate modification of the person's educational plan or placement, and for disciplinary purposes.

If the arrest occurred during the school year, the assessment will be completed no later than the end of the next school day.

If an expulsion hearing is held pursuant to Section 10-233d of the state statutes, a representative of the municipal police department or the Division of State Police, as appropriate, may testify and provide reports and information on the arrest at the expulsion hearing, provided police participation is required by any of the following: the local or regional board of education, the impartial hearing officer, the principal of the school, the student, or the student's parent or guardian. The information with respect to a child under



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eighteen years of age shall be confidential in accordance with sections 46b-124 and 54-761, and will only be disclosed as provided in Section 10-233h of the state statutes.

c. Mandated Reporters

Nothing in this Agreement shall in any way abrogate the responsibilities of mandated reporters as defined in the Connecticut General Statutes. All mandated reporters retain their obligation to report suspected abuse or neglect.

VI. Graduated Response Model for Police Involvement/Law Enforcement in Schools

The parties agree that when determining consequences for students' disruptive behavior, the following factors shall be considered, if information on the factors is available:

- Age, health, and disability or special education eligibility status of the student.
- Prior conduct and record of behavior of the student.
- Previous interventions with the student.
- Student's willingness to repair the harm.
- Parents' willingness to address any identified issues.
- Seriousness of the incident and the degree of harm caused.

The parties agree that when determining consequences for a student's disruptive behavior, the following factors shall not be considered:

- Race, ethnicity, gender, gender identity, sexual orientation, religion, and national origin of the student and family.
- Economic status of the student and family.

The parties agree that administration of discipline and the enforcement of school rules are the sole responsibility of the Administration of the Schools. The Administration may request SRO or PD involvement if the Administration believes that there has been a violation of criminal law. Involvement of the police does not necessarily mean arrest and referral to court. Law enforcement options may include verbal warning; conference with the student, parents, teachers, and/or others; referral to a JRB and/or community agencies; and referral to court. The parties agree that the response to student misconduct should be a graduated response, and such a response is outlined in the following chart. The parties agree that the graduated response outlined below is subject to the discretion of the School Administration **and that school interventions, up to and including expulsion, may be assigned for "Code of Conduct Violations" and "Criminal Acts/Any Legal Violations." The potential interventions outlined in the section "Criminal Acts/Any Legal Violations" is at the discretion of the Woodbridge Police Department. These interventions are not listed in a graduated order of intervention. The Woodbridge Police Department agrees to notify the Superintendent, or his/her designee, of all criminal interventions.**



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GRADUATED RESPONSE MODEL CHART

Student Behavior	Responsible Individual	Intervention
<p>Code of conduct violations:</p> <ul style="list-style-type: none">• Classroom rules, both academic and civic• General school rules, such as tardiness to class, minor disruptive classroom behavior	<p>Classroom Teacher</p>	<p>Classroom interventions may include:</p> <ul style="list-style-type: none">• Redirection• Verbal warning• Student/teacher conference• Classroom detention• Parent contact• Referral to administration
<p>Code of conduct violations:</p> <ul style="list-style-type: none">• Larger attendance issues such as skipping class, truancy from school, etc.• School rule violations, such as tobacco/e-cigarette use or possession• Behavior that is disruptive to the school environment, including real-time and virtual (social media) behavior	<p>School Administrator</p>	<p>In addition to classroom interventions listed above:</p> <ul style="list-style-type: none">• Office detention, general or extended• Written warning• Administrator/student conference• Administrator/parent/student conference• Restitution• Safe school plan/behavior plan• Loss of credit letter• Saturday detention• Guided study program• Suspension• Referral for expulsion <p>Consider whether students' conduct requires referral to a student assistance team, 504 team, PPT, or emergency psychiatric services</p>
<p>Criminal acts/any legal violations:</p> <ul style="list-style-type: none">• Alcohol/drug possession• Illegal substances• Inappropriate/violent behavior• Breach of peace• Weapons possession• Robbery• Assault• Sexual assault• Arson	<p>Police (usually in conjunction with School Administrator)</p>	<p>Potential interventions:</p> <ul style="list-style-type: none">• Verbal warning• Arrest• Conference with student and parent• Referral to emergency mobile psychiatric services (EMPS)• Referral to Juvenile Review Board (JRB)• Referral to court



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- **Police Activity at Schools**

The parties agree that it is the preference that any police activity, including that involving questioning, investigation, arrest, search, or seizure, takes place off of school grounds. The parties agree that the PD, including the SRO, need to follow certain protocols when on school grounds in non-emergency circumstances, as follows:

- Generally, the PD will notify the Superintendent or his/her designee in his absence when it plans activity on school grounds, except in exigent circumstances.
- Officers entering school grounds will be aware of the potential disruption of the educational process that police presence may cause.
- Prior to entering a school to conduct an investigation, arrest, or search, officers will consider the necessity of such action based on:
 - The potential danger to persons;
 - The likelihood of destruction of evidence or other property; and
 - The ability to conduct the investigation, arrest, or search elsewhere.
- When taking a student into custody:
 - Officers should make reasonable efforts to avoid making arrests or taking students into custody on the school premises;
 - Whenever possible, students should be taken into custody out of sight and sound of other students.

VII. K-9 Use in the Amity Regional School District

The Amity Regional School District reserves the right to request the services of area Police Department K-9 Units. The primary purpose of requesting such services is to detect the presence of illegal substances when necessary to protect the health and safety of students, employees, or property, and to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The PD reserves the right to utilize K-9 units on school grounds. The PD will advise the School Resource Officer and Superintendent or his/her designee prior to the use of K-9 units. The Superintendent will ensure the confidentiality of any planned use of K-9 units on school grounds.

Requests for the presence of the K-9 Unit must be conducted in accordance with Amity Regional School District Policy #5145.122, and must be coordinated by the Amity Regional School District Superintendent, the Amity Regional High School Principal, the SRO, and the K-9 Supervisor. Appropriate PD staff will be notified of the time and place of K-9 activity at Amity Regional High School.

VIII. Body Cameras

It is recognized that pursuant to Woodbridge Police Department policy, police officers are required to wear body cameras or similar devices which are activated manually at the inception of an interaction in their law enforcement capacity. Such devices shall only be activated in accordance with police department requirements. When feasible, unless law enforcement needs dictate otherwise, the officer shall advise any staff, students or guests involved that he/she is activating the camera and/or audio. It is further understood that any recordings using the body camera shall be considered a record of the Woodbridge Police Department and not an educational record.



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IX. Duration

This Memorandum of Understanding shall become effective upon signing and shall renew annually on the first day of July unless either party chooses to terminate the agreement by providing forty-five (45) days prior written notice of termination to the other party.

Chairperson – Board of Education

Date

Printed Name

Superintendent of Schools

Date

Printed Name

Chairperson – Board of Police Commissioners

Date

Printed Name

Chief of Police

Date

Printed Name