

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

Dr. John J. Brady
Superintendent of Schools

PLEASE POST

PLEASE POST

AMITY REGIONAL BOARD OF EDUCATION

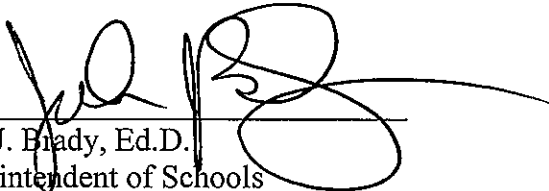
October 17, 2011

A regular meeting of the Amity Regional Board of Education will be held on Monday, October 17, 2011, at 6:30 p.m., in the cafeteria at Amity High School.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Regular BOE Meeting, September 12, 2011 (Enclosure)
4. Acceptance of Gift (Enclosure)
5. Recognition of Career and Technical Education Teachers and Students
6. Recognition of National Merit Scholar Program Semi-Finalists and Commended Students
7. Information on 2011 Facilities Report (Will be handed out at meeting)
8. Principal's Reports
9. Student Report
10. Public Comment
11. Announcements from the Board and Administration
12. Correspondence
13. Superintendent's Report
 - a. Personnel Report (Enclosure)
 - b. Revised 2012-2013 Budget Calendar (Enclosure)
 - c. 2010-2011 Adequate Yearly Progress Report
 - d. Information on Make-Up School Days (Enclosure)
 - e. Sikorsky STEM Challenge (Enclosure)
 - f. October 1, Enrollment Report (Enclosure)
 - g. Update on Emergency Alert Systems (Enclosure)

14. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABA
 3. Curriculum
 4. Facilities
 - a. Recommendation for Naming of Athletic Facility (Enclosure)
 5. Finance
 - a. Presentation of Revised Report on Reserve Fund for Capital and Nonrecurring Expenditures
 - b. Discussion of Monthly Financial Statements
 - c. Director of Finance and Administration Approved Transfers Under \$3,000
 - d. Discussion and Possible Action on Budget Transfers
 - e. Discussion and Possible Action on New Funding Requests
 - f. Update on Financial Operations
 1. Status Report on Financial Audit
 6. Policy
 - a. First Reading – Anti-Bullying Policy
 - b. Discussion & Possible Action to Elect Vice Treasurer (Enclosure)
 7. Personnel
 - a. Discussion and Possible Action on Paraprofessionals' Contract
15. Items for the Next Agenda
16. Adjournment


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

JJB/kfw

pc: Town Clerks: Bethany
Orange
Woodbridge

PLEASE POST

PLEASE POST

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

MINUTES

AMITY BOARD MEMBERS PRESENT:

Julie Altman, William Blake, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Rita Gedansky, Philip Grande, James Horwitz, Thomas Hurley, Angela McNabola

AMITY BOARD MEMBERS ABSENT: Joseph Abbatiello, James Stirling

Staff Members Present: John Brady, Charles Britton, Richard Dellinger, Deb DeMayo, Kevin Keller, Jack Levine, Marianne Lippard, Mary Raiola, Jim Saisa, Sheila Wycinowski

Also Present: Peter Downhour, Thomas Falcigno, other members of the Public

A regular meeting of the Amity Regional Board of Education was held on Monday, September 12, 2011, at 6:30 p.m., in the Presentation Room at the District Offices.

1. **Call to Order:** William Blake called the meeting to order at 6:33 p.m.

2. **Pledge of Allegiance** was recited by those present.

3. **Approval of Minutes**

a. Regular Board of Education Meeting, August 8, 2011

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

Discussion: Mr. Hurley noted the minutes inaccurately represented that he voted twice.

Vote in favor: Julie Altman, Sue Cohen, Diane Crocco, Steven DeMaio, Rita Gedansky, Philip Grande, James Horwitz, Thomas Hurley, Angela McNabola

Vote opposed: none

Abstain: Patricia Cardozo

Motion passed.

4. **Presentation by United Illuminating to Recognize Amity's Energy Efficiency Project**

Dr. Brady introduced Mike Stein of United Illuminating and Rich Steeves of the Clean Energy Fund. Mr. Stein and Mr. Steeves presented a plaque to the Board. A lighting system at the High School reduces usage of kilowatts, saving Amity approximately \$120,000 annually. Jim Saisa said that Mike Stein worked to develop a plan for expected savings. The project qualified for zero percent financing and would result in a 1.6 year payback.

Mr. Steeves said that the savings will be worth \$5 million over the lifetime. The plaque recognizes Amity's commitment. Mr. Blake thanked those involved and said it is nice to know the project is turning out even better than planned.

5. Discussion and Possible Action to Receive Gift of \$5,000 to Capital Nonrecurring Fund for Black Box Theater

Dr. Brady said that the Drama Club wished to donate \$5,000 for a Black Box Theater for the High School. The only stipulation is that the money be returned to the Drama Club if the purchase of the Black Box Theater doesn't go forward. By accepting the gift, there will be \$5,000 set aside for the Black Box Theater. The total amount put aside for the Black Box Theater is \$15,000. The theater is expected to cost \$250,000.

Peter Downhour said that the Amity Drama Club, known as Amity Creative Theater, would like to improve the existing program. Recently, the club purchased a professional lighting board. Previously, the lights had to be rented. The lighting board was about \$10,000. The area above the booth was built out for spotlights.

Motion to accept the gift of \$5,000 from the Drama Club to be used for the Black Box Theater (Mr. Grande, 2d Ms. McNabola).

Discussion: Mr. Grande said that the Board welcomes donations as the Black Box Theater is very costly.

Vote in favor unanimous.

Motion passed.

6. Public Comment (6:46 p.m.)

George Taylor of Bethany, a retired teacher, said that he shared an office with Bill Johnson for years and feels that Mr. Johnson is an exceptional person and huge supporter of Amity. Mr. Taylor said he feels it very appropriate to name the football field in honor of his friend and former colleague. The Sim Athletic Complex can honor Mr. Johnson and others who made significant contributions.

(Public Comment concluded at 6:50 p.m.)

7. Student Report

Thomas Falcigno said that Club Day is scheduled for Thursday, September 22nd. The rain date is Friday, September 23rd. Student Government will hold its first meeting soon.

Mr. Blake asked how the new eight period schedule is working out. Tom said the students seem to prefer the new schedule compared with last year's schedule.

8. Discussion of Communication Tools During Emergencies

Dr. Brady said that the District has an extensive Listserv with about 3,000 subscribers. Unfortunately, when the power was lost after Hurricane Irene, the Listserv couldn't be used to communicate with the Amity community.

The Listserv is free. It might make sense to get a messaging system. Emergency messages could be sent through text, e-mail, and phone. The system currently being examined is School Messenger. The cost is \$1.15 per student. Dr. Brady noted that with cell phones, messages can be received. For example, when the school start time was changed, he put a message through his cell phone and within minutes students at a field in back of the school had the information because they checked the Orange Patch through their cell phones.

Dr. Brady said that the Listserv has been adequate for the last five years and this is the first time that it couldn't be accessed. The Superintendent said that he would be meeting with superintendents in the three towns to discuss the topic further.

9. Report of Summer Facilities Work

Mr. Saisa said that the meters will be used to compare savings data with the new lighting. During the month of August, 67,000 fewer kilowatt hours were used. He hopes to see a savings of \$120,000 a year. A report will be ready for the next meeting. A number of projects were completed during the summer. Tuff Deck supports were put in at the Middle Schools. The HVAC project is in progress, with preliminary piping and duct work having been completed. A solar panel has been installed at the Field House. A \$25,000 rebate is expected on that project. Security cameras have been installed at the High School.

Mr. Horwitz asked if signs were put up to let students know that there are security cameras. Mr. Saisa said that signs were put up.

10. Announcements from the Board and Administration

a. Recommendation for Make Up Dates Ready for October Meeting

Dr. Brady said that he would be talking to superintendents in the BOWA about make up days and would bring a plan to the Board.

Ms. Cohen asked if people were alerted to the possibility of the April vacation being used for make-up days. Dr. Brady said that they have.

Mr. Grande asked if Columbus Day or Election Day are being considered as possible make up days.

Dr. Brady said that April tends to be the most popular time for family vacations. He recommends having a potential plan in place should there be a lot of snow. If Election Day were chosen as a make-up day, the decision would need to be made at the next Board meeting.

Ms. Altman said that the delayed opening is creating challenges for faculty, since there is less time for material to be presented.

b. High School Campus under Surveillance of 22 Cameras

This item was discussed in #9 above.

c. iPad Pilot – Evaluation of Effectiveness

Dr. Brady said that data will be collected that will help determine what the new five-year technology plan will look like. The pilot will offer a scientific approach and a good basis for decision-making. Preliminary information shows that comprehension scores increased when an iPod was used versus traditional book chapters.

11. Correspondence

Dr. Brady said that he recently heard that two former Amity students, Sivan Battat and Jenny Liu, have been awarded prestigious scholarships. He wanted to recognize and congratulate the students on their achievement.

12. Principals' Reports

High School: Charles Britton said that the opening of school went well. The students completed one full cycle of the new rotating schedule and Back to School Night was held for freshmen. Back to School Night for sophomores and juniors would be held soon and Senior Parents Night is scheduled for Thursday, September 22nd. The Counseling Department is shifting to a paperless environment. Some college admissions procedures are entirely on-line and the department is ready to assist students. Fall sports competitions are beginning.

Discussion: Mr. Horwitz asked if any consideration had been given to having the Senior Parents Night in the spring of junior year. Dr. Britton said that the Counseling Department has traditionally held the event in the fall.

Bethany campus: Dr. Dellinger said that despite having a delayed opening due to the hurricane, the staff did a great job. So far, there are 378 students this year. About 200 students came out for fall sports. In recognition of 9/11, the school had a special ceremony by the flag pole outside. Back to School Night is scheduled to take place soon.

Orange campus: Vi Gibbons, assistant principal, gave the report. The new school year began with two separate assemblies for seventh and eighth graders. There are 390 students enrolled. Ms. Gibbons spoke to the students about new bullying legislation. The school is functioning on a rotating schedule. The teachers are adjusting and students are very comfortable with the schedule. Ms. Gibbons and Ms. Fuller Cutler spoke to the students on closed circuit TV about 9/11. The talk focused on the idea of connectedness. The first Student Council meeting will take place on Tuesday, September 20th. The iPad pilot will be getting started soon and teacher Meg Wilson will be assisting.

13. Superintendent's Report

a. Personnel Report

The report contained in the packet distributed to the Board showed Daniel Martins, an assistant varsity Boys' Soccer coach, was hired.

14. Chairman's Report

a. Committee Reports

1. ACES: There was no report.
2. CABA: Dr. Brady said that a conference is coming up in November. Everyone on the Board is invited to attend.
3. Curriculum: Ms. Altman said that if anyone would like the committee to address anything, let her know.

4. Facilities

- a. Consideration of Naming of Facilities – Football Stadium, September 21, 2011, 6:00 p.m., District Office Conference Room
Dr. Brady said that he contacted the Sim family. Input is being sought through the Listserv.

5. Finance

a. Discussion of Proposed 2011-2012 Budget Calendar and Process

Dr. Brady reviewed the budget calendar, which serves as a road map for the process. If additional meetings are needed, they can be added. On November 15th, there will be a meeting with the Technology Committee about the capital improvement forecast for technology. On November 17th, the Curriculum Committee and the Facilities Committee will meet to review the five year capital improvement forecast. The Superintendent presents his budget proposal to the Amity Finance Committee on January 23rd. Final adoption is after the district hearing in April. The referendum is in May.

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

A memo regarding the Reserve Fund for Capital and Nonrecurring Expenditures was contained in the monthly packet sent to the Board. Mr. Levine noted that \$342,008.41 will be used for the High School roof restoration project. No money will be returned to the towns at the end of the year.

c. Discussion of Monthly Financial Statements

There were no questions on the financial statements.

- d. Director of Finance and Administration Approved Transfers Under \$3,000
For future meetings, scanned documents will be sent to the Board in a simpler format.
- 6. Policy
 - a. Second Reading – New Bylaw Creating Position of Deputy Treasurer
Motion to Approve the Bylaw Creating the Position of Deputy Treasurer (Ms. Crocco, 2d Mr. Grande).
Vote in favor unanimous. *Motion passed.*
- 7. Personnel
 - a. Superintendent's Evaluation (Executive Session)
The Board entered Executive Session at 7:45 p.m.

15. Items for the Next Agenda

16. Adjournment

Motion to adjourn the meeting at 7:55 p.m. (Mr. Hurley, 2d Ms. Crocco).

Approval unanimous.

Motion passed; meeting adjourned.

Respectfully submitted,

Rita Gedansky, secretary
Marianne Lippard, recording clerk

Attachments/References:

Minutes: Regular Board Meeting, August 8, 2011

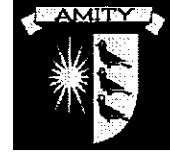
Memos: Jack Levine to John Brady (9/1/11) re...Reserve Fund for Capital and Nonrecurring Expenditures
John Brady to Members of the Board of Education (9/12/11)...Personnel Report

Reports: Amity Regional School District No. 5 Revenue and Expenditures for FY 2011-2012
Amity Regional School District No. 5 Budget Transfers 2011-2012
Amity Regional School District No. 5 Budget Transfers 2010-2011

Misc.: 2012-2013 Budget Calendar
Bylaws of the Board, Deputy Treasurer

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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




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

john.brady@reg5.k12.ct.us
Phone: (203) 392-2106

September 26, 2011

To: Members of the Board of Education

From: John J. Brady  Superintendent

RE: Acceptance of Gift

At their recent class reunion, the class of 1961 attained a fund balance of \$3,422. On behalf of the class, the reunion committee would like to donate these funds to the Howard and Marjorie Brooks Scholarship Fund.

Mr. Brooks served as Amity superintendent in the 1960s. He and his wife were killed in an automobile accident in 1983.

Recommendation: Accept, with gratitude the gift of \$3,422 for the Howard and Marjorie Brooks Scholarship Fund



AMITY REGIONAL SCHOOL DISTRICT NO. 5

BETHANY * ORANGE * WOODBRIDGE

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

*25 Newton Road
Woodbridge, CT 06525
john.brady@reg5.k12.ct.us
Phone: (203) 392-2106
Fax: (203) 397-4864*

October 3, 2011

Ms. Cynthia Toscano
387 Manley Heights Road
Orange, CT 06477

Dear Ms. Toscano:

Of course we all grieved when we received the news of Eric's death. Our sympathies are extended to his family.

The Board of Education adopted a policy several years ago that created a process to appropriately memorialize deceased members of the Amity community. That policy discourages physical memorials in favor of scholarships, which are awarded yearly and announced in the name of the deceased.

If you wish to consider establishing a scholarship (it can be in any amount), please contact Mr. Robert Schumann, Director of Counseling Services, at 203-397-2105. Mr. Schumann handles scholarships at the high school.

Very truly yours,

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

C: Dr. Charles Britton
Mr. Robert Schumann
Board of Education

JJB/pfc

September 26, 2011

Amity Board of Education
Woodbridge, Ct.

Dear Board Members:

Eric Soufrine was a graduate of Amity and enlisted in the Army last year. He later died in the line of duty in Afghanistan.

Would it be possible to keep his memory alive by naming something in the School in his honor?

Sincerely,

A handwritten signature in cursive script that reads "Cynthia Toscano".

Cynthia Toscano
387 Manley Heights Road
Orange, Ct.
203-799-8102

RECEIVED

SEP 30 2011

AMITY REGION #5
OFFICE OF SUPT.

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



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

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

October 17, 2011

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

New Hire(s):

Amity Reg. High School – Woodbridge – None

Amity Reg. Middle Schools – Orange – None

Amity Reg. Middle School – Bethany – None

Coaches:

Amity Reg. High School – Woodbridge - None

Amity Reg. Middle Schools – Bethany / Orange - None

Resignation(s): None

Retirement(s): None

JJB/pfc

2012-2013 BUDGET CALENDAR

June 27, 2011	Finance Director presents proposed 2012-2013 budget package of forms, instructions and budget calendar to Superintendent for his review
July 29, 2011	Finance Director sends draft 2012-2013 budget package of forms, instructions and budget calendar, as determined by Superintendent, to administrators for their review
August 19, 2011	Finance Manager closes 2010-2011 fiscal year
September 6, 2011	Finance Director proposes, and Superintendent decides, the methodology for determining the preliminary 2012-2013 budget for discretionary accounts
September 6, 2011	At the Principals / Central Office Administrators' meeting, Superintendent and administrators review the preliminary 2012-2013 budget calendar and upcoming budget process
September 9, 2011	Finance Manager prepares Next Year Budget Historical Comparison report with three years of historical data, current year actual to-date, and 2011-2012 budget for Finance Director
September 12, 2011	Superintendent presents preliminary 2012-2013 budget calendar to Amity Finance Committee and Amity Board of Education for discussion and possible changes
September 12, 2011- September 15, 2011	Finance Director prepares preliminary 2012-2013 budget for discretionary accounts based on historical data and other information
September 16, 2011	Finance Office inputs preliminary 2012-2013 budget for discretionary accounts as prepared by Finance Director to MUNIS Budget Module
September 19, 2011	Finance Manager prepares Next Year Budget Historical Comparison reports with three years of historical data, current year actual to-date, 2011-2012 budget, and preliminary 2012-2013 budget for each administrator and department head
September 20, 2011	At the Principals / Central Office Administrators' meeting, Finance Director distributes preliminary 2012-2013 budget reports and budget package of forms, instructions and budget calendar to administrators; Superintendent provides his spending guidelines for making budget requests
September 21, 2011- September 23, 2011	Administrators meet with staff to distribute the preliminary 2012-2013 budget, forms, instructions, calendar, and review Superintendent's spending guidelines and Board of Education Goals

Dated 9/26/11

2012-2013 BUDGET CALENDAR

- September 26, 2011- Administrators work with staff to determine if variances from preliminary
November 4, 2011 2012-2013 budget are necessary, and if so, prepare Form A-1 only for a request to change the preliminary budget. In addition, administrators work with staff to prepare Form A-2 if requesting new personnel; Form A-3 if requesting textbooks; Form A-4 if requesting new equipment; Form A-5 if requesting replacement equipment; Form A-6 for all technology requests (e.g., iPads, computers, laptops, printers, etc.); Form A-7 if requesting building and/or site improvements; Form A-8 only for special education tuition and transportation budget requests; and Form B-8 for all service/supply budget requests.
- October 31, 2011- Finance Manager prepares preliminary 2012-2013 salary budget for
November 4, 2011 Finance Director
- November 4, 2011 Administrators e-mail to Terry Lumas, Finance Manager, New Equipment Budget Request – Form A-4 and Replacement Equipment Budget Request – Form A-5. These budget forms must also be included in the 3-ring binders, which need to be delivered to the Finance Office
- November 4, 2011 Administrators e-mail to Rocco Palmieri, Technology Coordinator, Technology Budget Requests – Form A-6. These budget forms must also be included in the 3-ring binders, which need to be delivered to the Finance Office
- November 4, 2011 Administrators e-mail to Jim Saisa, Facilities Director, Capital Improvement Budget Request – Form A-7. These budget forms must also be included in the 3-ring binders, which need to be delivered to the Finance Office
- November 10, 2011 Administrators compile the budget forms into organized 3-ring binders, including all budget forms (Forms A-1 through A-8, inclusive, and Forms B-8), and deliver three 3-ring binders to the Finance Office
- November 10, 2011 Facilities Director submits proposed five-year capital improvement forecast for facilities to Finance Office
- November 10, 2011 Technology Coordinator submits proposed five-year capital improvement forecast for technology to Finance Office

2012-2013 BUDGET CALENDAR

November 14, 2011- Finance Office inputs salary and benefits accounts (excluding new
November 15, 2011 personnel requests); textbooks; new and replacement equipment; special
education tuition and transportation; improvements to sites and grounds;
and technology equipment and supplies

Budget requests on Form A-1 and new personnel requests on Form A-2
will NOT be entered at this time. These will be discussed at meetings
with the Superintendent

**November 15, 2011 Superintendent, Finance Director, Finance Manager and Technology
Coordinator meet with Technology Committee and review five year
capital improvement forecast for technology**

November 16, 2011 Finance Manager distributes Next Year Budget Historical Comparison
with preliminary 2012-2013 budget reports to administrators and
department heads for their review

November 16, 2011 Finance Manager distributes list of requested new and replacement
equipment to administrators for their review

November 16, 2011 Finance Manager distributes list of new personnel requests with estimated
salary and benefits to administrators for their review

**November 17, 2011 Superintendent, Finance Director, Finance Manager, Director of
Curriculum and Staff Development, Curriculum Technology
Facilitator, and Technology Coordinator will meet with the
Curriculum Committee and review five year capital improvement
forecast for technology**

**November 17, 2011 Superintendent, Finance Director, Finance Manager and Facilities
Director meet with Facilities Committee and review five year capital
improvement forecast for facilities**

November 17, 2011- Administrators review their 2012-2013 budget reports, list of requested
November 18, 2011 new and replacement equipment, and list of new personnel requests for
errors or omissions and submit changes, if any, or 'sign-off' as correct

November 21, 2011 Finance Office inputs any changes from administrators and distributes
updated 2012-2013 budget reports, list of requested new and replacement
equipment, and list of new personnel requests for errors or omissions
and submit changes, if any, or 'sign-off' as correct

November 22, 2011 Administrators review their updated 2012-2013 budget reports, list of
requested new and replacement equipment, and list of new personnel
requests for errors or omissions and submit changes, if any, or 'sign-off'
as correct

Dated 9/26/11

2012-2013 BUDGET CALENDAR

- November 23, 2011 Finance Office inputs any revisions provided by administrators upon their review of their revised 2012-2013 budget reports, list of requested new and replacement equipment, and list of new personnel requests for errors or omissions and submit changes, if any, or 'sign-off' as correct
- November 28, 2011 Finance Manager distributes Next Year Budget Historical Comparison reports with three years of historical data, current year actual to-date, 2011-2012 budget, and preliminary 2012-2013 budget for Superintendent, Finance Director, Principals, Directors, Athletic Director, Facilities Director, and Technology Coordinator
- November 30, 2011 Superintendent, Finance Director and Finance Manager meet with
December 1, 2011 Building Principals, Central Office Administrators, Athletic Director,
December 2, 2011 Facilities Director, and Technology Coordinator to discuss their preliminary 2012-2013 budgets, budget change requests and potential budget reductions
- December 5, 2011- Finance Office inputs any changes authorized by Superintendent based
December 6, 2011 on budget meetings with administrators
- December 7, 2011 Finance Director provides Superintendent with summary budget schedule depicting preliminary 2012-2013 budget, 2011-2012 forecast, 2011-2012 budget and 2010-2011 actual
- December 9, 2011 Finance Director recommends to Superintendent 'target amounts' for potential budget cuts
- December 12, 2011 Superintendent decides on 'target amounts' for potential budget cuts and informs his administrators
- December 12, 2011 Superintendent reviews general 2012-2013 budget issues with Amity Finance Committee and Amity Board of Education for their comments**
- December 13, 2011 Superintendent meets with his administrative staff to have a general discussion of potential budget cuts and provides 'target amounts'
- December 14, 2011- Administrators prepare list of potential budget cuts and submit Forms A-9
December 16, 2011 to the Finance Office
- December 19, 2011- Superintendent reviews potential budget cuts and makes preliminary
December 20, 2011 decisions on what changes should be made
- December 21, 2011- Finance Office inputs budget cuts approved by Superintendent and
December 22, 2011 prepares budget reports by object and location for the Superintendent and Finance Director

Dated 9/26/11

2012-2013 BUDGET CALENDAR

December 23, 2011	Finance Director provides Superintendent with preliminary 2012-2013 Budget excel spreadsheet with all of the approved revisions to-date
December 27, 2011- January 13, 2012	Superintendent, Finance Director and Finance Manager prepare budget booklet, including Assumptions and Observations, Three-Year Forecast, and Five Year Capital Improvement Forecasts
January 16, 2012	Superintendent's Budget is mailed to Amity Finance Committee and Board of Education Members
January 23, 2012	Superintendent presents his budget proposal to Amity Finance Committee. Additional budget workshop date(s) will be set, if needed. All Board of Education members are invited to attend (The Amity Finance Committee will need to vote on the budget at this meeting or a subsequent budget workshop meeting, as they deem appropriate)
January 25, 2012	Superintendent presents budget proposal to Board of Education
February 13, 2012	Board of Education takes action on the proposed budget
March 12, 2012	Amity Finance Committee and Board of Education revise the budget if new information makes this necessary
March (after BOE adopts budget)	Superintendent presents adopted Board of Education budget to Finance Committees of each member town – Dates to be determined
April 9, 2012 (Monday)	Public District Budget Hearing
May 7, 2012 (Monday)	Annual Public Budget Meeting to be adjourned to a referendum vote
May 8, 2012 (Tuesday)	Referendum

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



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

john.brady@reg5.k12.ct.us
Phone: (203) 392-2106

September 21, 2011

To: Members of the Amity Board of education

From: John J. Brady, Superintendent

RE: Make-Up School Days

Due to the effects of Tropical Storm Irene, the start of school was delayed by four days. After consultation with the Superintendents in Bethany, Orange and Woodbridge, I would like to provide the following information to the Board and community about a potential make-up plan.

1. Conduct a minimum day of school on Friday, March 30th – a planned professional development day. Professional development would occur once students are dismissed.
2. Make up the remaining three days from the five allotted “Snow Days” in the published calendar.
 - a. If winter weather conditions create the need for use of more than two snow days (the average number of snow days used is 2.5), eliminate up to two student days. We did this last year by shortening the end of year exam schedule. While this is not ideal, it did work.
 - b. If plans 1 and 2a do not allow for the required 180 school days, use days from the April vacation period as needed. This is consistent with the published calendar.

Public sentiment would prefer use of the February vacation period. However, experience in all BOWA districts is that the February break is needed for the following reasons:

1. It creates a break in the cycle of cold and flu season when student absenteeism is at its height.
2. February is a winter month with heightened potential for weather that would cause the cancelation of school.

JJB/pfc

Sikorsky STEM Challenge 2011/2012

Amity Regional High School
25 Newton Road
Woodbridge, CT 06525
Attention: Deborah Day

Dear Ms Day-

You have been selected by Sikorsky, to participate in the 2011-12 Sikorsky STEM Challenge.

There is **NO COST** to you for your students to enter. You will be utilizing Solidworks software that will be provided to you with training. Other potential resources will be provided to you at no cost.

The Sikorsky STEM Challenge

This competition will provide students the opportunity to apply the lessons of the classroom to the technical problems faced in a real engineering workplace. Sikorsky Innovations engineers will be designing an industry Challenge for a maximum of five local high schools. Once your students are given the challenge, they will have the opportunity to develop responses and create a presentation that convincingly demonstrates the value of their solution. Your project will be presented to the Sikorsky staff and graded against the other schools in the competition. A Grand Prize will be awarded from Sikorsky to the winning team.

Everyone wins

Your students will experience firsthand what an engineering job entails, meet the engineers who have designed the challenge, and work closely with them in developing their possible solutions.

You, as a teacher, will have the opportunity to present your students with a relevant, real-world challenge, interact with the Sikorsky engineering staff, and build connections between your school and a top business in your state.

Sikorsky will help grow local engineers, get the students excited about the possibilities in the field of engineering, and reinforce its commitment to out-of-the-box creative thinking.

We are only accepting five teams this year for the inaugural competition. Acceptance into the competition is first come, first serve. We hope you and your school will accept this exciting invitation.

If you have any questions, please feel free to contact me.

We look forward to working with you and your students.



Christine Gemelli
Sikorsky STEM Challenge Coordinator
Christine.gemelli@ctinnovations.com
860-257-2895 office 214-926-2337 cell

Sikorsky STEM Challenge 2011/2012

We will all work together to have a great Challenge!

Sikorsky-

- Provide the challenge problem (with input from teachers/coaches)
- Provide mentoring to the teams during the life of the project.
- Host group meetings at Sikorsky and via conference calls every six weeks to check on the progress of each team.

Project Manager-

- Coordinate all efforts between teachers, teams and Sikorsky
- Work with Sikorsky to ensure that the schools have the necessary tools to execute the challenge.
- Coordinate and manage all group meetings, and final competition with representatives of Sikorsky.
- Coordinate interactions via the iHUB

Students-

- Assemble a "team" with no more than seven students. Open to all PTLW students- 9-12 grades.
- Participate in the design process to develop a solution to the challenge.
- Explore what has been done by others to address similar problems.
- Work as a team to solve problems related to the challenge.
- Prepare an engineering journal and a team PowerPoint presentation that describes the team's design process and illustrates the team's creative solutions.

Teacher/Coach-

- Act as a facilitator, advisor and educator to the team. The coach's overall role in the Challenge is to provide appropriate support that allows the students on the team to work effectively together to develop creative solutions.
- Coordinate all travel for the team with the school and parents.
- Will receive a \$1,000 stipend

Proposed Timeline: (Tentative)

May 31, 2011	Deadline for Teacher Commitment
June 2011	Meeting for Teachers to Provide Input on the Challenge
Aug 8, 2011	Kick-off Meeting with Teachers
Sept 2011	Materials delivered to Schools
Oct 21 or 28, 2011	Challenge Announcement (teams at Chester Airport)
Nov 2011	Group Progress Meeting (At Sikorsky Facility & others-Conference Calls)
Jan 2012	Group Progress Meeting
March 2012	Group Progress Meeting
April 2012	Solution Submission Deadline
May 2012	Challenge Competition at CT Innovation Expo

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525




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

john.brady@reg5.k12.ct.us
Phone: (203) 392-2106

October 11, 2011

To: Members of the Board of Education and Amity Finance Committee

From: John J. Brady  Superintendent

RE: October 1 Enrollment Report

Attached to this memorandum is the October 1, 2011 enrollment report. This is the enrollment count that is used to determine the member town allocations for the 2012-2013 budget. The trend toward an increased share of the budget for the Town of Orange continues based upon the counts contained in the report.

For the 2012-2013 budget, Orange will see its percentage of Amity enrollment increase by approximately 1.2% to 49.7% of the total. Woodbridge's percentage of the Amity enrollment will decline by 1.4% to 29.7% and Bethany will increase 0.1% to 20.6%.

While these enrollment percentages will not be precisely equivalent to member town allocations, they do foreshadow the general direction the allocation shift will take.

Enclosure

Enrollment October 1, 2011

TOWN	Elementary - BOW (Pre K - 6)										Amity District #5 (7-12)					Outside Placement	VO-AG	ADM*	Open Choice by School	Tuition by School	Total
	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12							
Bethany	11	47	55	66	75	80	89	66	82	75	87	86	71	94	Gr 7: 1 Gr. 8: 0 Gr. 9: 1 Gr. 10: 0 Gt. 11: 0 Gr. 12: 4 Total: 6	Gr. 10: 3 Gr 11: 1 Total: 4	505	Bethany Middle	Bethany Middle	507	
Orange	20	146	165	191	177	190	189	189	180	207	200	204	199	212	Gr 7: 0 Gr. 8: 2 Gr. 9: 2 Gr. 10: 2 Gt. 11: 2 Gr. 12: 2 Total: 10	Gr. 9: 1 Gr 10: 3 Total: 4	1,216	Orange Middle	Orange Middle	1,219	
Woodbridge	21	93	68	88	87	79	110	115	96	121	123	121	121	128	Gr 7: 0 Gr. 8: 2 Gr. 9: 1 Gr. 10: 3 Gt. 11: 1 Gr. 12: 6 Total: 13	Gr. 9: 1 Gr. 10: 1 Gr. 12: 3 Total: 5	728	Senior High	Senior High	743	
Category Totals	52	286	288	345	339	349	388	370	358	403	410	411	391	434	29	13	2449	13	7	2469	

Bethany Elementary	489
Orange Elementary	1267
Woodbridge Elementary	661
TOTAL	2417

GRAND TOTAL FOR GRADES 7-12: 2469

Subtotal to be used for A.P.M. calculation for budget process

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



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

john.brady@reg5.k12.ct.us
Phone: (203) 392-2106

September 19, 2011

To: Members of the Amity Board of Education

From: John J. Brady, Superintendent

RE: Parent/Guardian Alert Systems

I have looked further into emergency alert systems that Amity could use to notify parents/guardians in the event of emergencies when the high school is without power.

As I reported to the Board at the September meeting, Amity could purchase an alert system for approximately \$3,000/year with unlimited messaging. The system would provide messaging to phone, fax and e-mail. I have learned that each elementary district has such a system with the cost of approximately \$4,000. The higher cost is because the elementary systems are used for announcements other than emergencies. We use our free list server system for announcements and information.

I have also learned that channels 3, 8 and 30 offer a free alert system to anyone who registers. These systems will notify parents/guardians of emergency messages emanating from Amity free of charge.

I believe we should bypass the commercial products since our listserver is reliable with the exception of loss of power and at the same time encourage our community to enlist in the free systems offered by the media outlets.

C: File

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



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

john.brady@reg5.k12.ct.us
Phone: (203) 392-2106

September 22, 2011

To: Members of the Board of Education

From: John J. Brady, Superintendent

RE: Facilities' Committee Recommendation for Naming of Athletic Facility

On September 21, 2011, the Facilities Committee met to discuss recommendations regarding the naming of the football athletic facility. Minutes of the meeting are attached to this memorandum.

The recommendations came forward in order to honor former teacher and coach William Johnson and public address announcer Stanley Gedansky.

The recommendations were as follows:

1. Name the facility the William E. Sim Athletic Facility.
2. Name the football field the William Johnson Football Field.
3. Name the press box the Stanley Gedansky Press Box.

After reviewing the Board's policy on naming of facilities, contacting Mr. Gedansky, Mr. Johnson and one of Dr. Sim's daughters, Laurie Gagne, I made the decision to move the recommendation forward and sought input from the community on the name changes. I received forty-three replies to my invitation to comment on the recommendation. Thirty-seven of the replies favored the changes while five replies preferred to maintain the current name of the facility as the "William E. Sim Athletic Field" in honor of the outstanding contribution of former superintendent of schools, Dr. William E. Sim. One reply was extraneous.

One reply was from Greg Sim, one of Dr. Sim's sons, who vehemently opposed any change. Over the course of a couple of weeks, Mr. Sim moderated his position stating that the controversy that had developed over the naming was not in keeping with his father's values. Greg noted that Dr. Sim always wanted the best for Amity and supported the proposal with the caveat that the graduation invitation state that the ceremony will be held at the Dr. William E. Sim Athletic Facility. The Facilities Committee supported this suggestion as do I. For thirty-seven years the graduation announcement has identified the ceremony as taking place on the William E. Sim field, and this continuing recognition of Dr. Sim is important to continue as an Amity tradition.

September 22, 2011

Recommendation:

- 1. Rename the football athletic facility the Dr. William E. Sim Athletic Facility**
- 2. Name the football field the William “Bill” Johnson football field**
- 3. Name the press box the Stanley Gedansky Press Box**
- 4. Direct that the graduation invitation states that the ceremony will take place at the “William E. Sim Athletic Facility” (weather permitting)**

If these recommendations are acted upon favorably by the Board, the administration will design and have appropriate signage affixed at the facility. We will also design and affix individual plaques identifying each individual and their contributions to Amity. It is anticipated that a dedication ceremony will take place at half time during the Thanksgiving football game.

JJB/pfc

MINUTES

COMMITTEE MEMBERS PRESENT:

Patricia Cardozo (5:45 p.m.), Steven DeMaio, Philip Grande

Also Present: John Brady, Charles Britton, Sue Cohen, Rita Gedansky, Jim Leahy, Marianne Lippard, Angela McNabola, Greg Sim, other members of the Public

A meeting of the Facilities Committee was held at 5:30 p.m. on Wednesday, September 21, 2011 in the Presentation Room of District Offices.

1. **Call to Order:** Philip Grande called the meeting to order at 5:42 p.m. and the Pledge of Allegiance was recited by those present.

Philip Grande said that the purpose of the meeting was to discuss and act on the renaming of the football complex. The naming of the football field and press box also would be considered. The public was invited to voice their opinions. Mr. Grande said that it was the intention of the Committee to recommend that the Board rename the football complex in honor of former Superintendent William Sim. The Committee also would recommend that the football field be named in honor of former Coach William Johnson and the press box at the football stadium be named in honor of Public Address Announcer Stanley Gedansky. Mr. Grande said that based on discussions the recommendation seems acceptable to all parties. The actions are based on research.

Public Comment:

Rick Bourdeau of Woodbridge said that Amity has been a big part of his life and he played for Coach Johnson. He feels it is a good idea to honor all three men by naming the athletic complex after Dr. Sim, the football field after Mr. Johnson, and the press box after Mr. Gedansky. Mr. Bourdeau said that Coach Johnson, in particular, made a lasting impact on him as a caring coach.

Greg Sim of Orange said that he is the youngest son of Dr. Sim and appeared before the Facilities Committee twice. The field has been known as Sim Field for 37 years. Mr. Sim said that he had good conversations with Dr. Brady. The naming and renaming had taken on a negative tone, which hasn't been good for anyone. The renaming provision should be changed, but he understands the clause is there for protection in case of unusual circumstances. If someone is honored it should be permanent. If the change of names occurs, the family would like the facility to be called the William E. Sim Athletic Facility.

Mr. Grande asked Mr. Sim for clarification. The terms complex and facility have been used. Mr. Sim said facility was the preferred choice.

Brian Wright of Woodbridge said that he supported the naming of the athletic facility, the football field and the press box. He said that he played for Coach Johnson from 1978 to 1980 and had fond memories. The people who helped build the program should be recognized.

Jim Leahy of Orange said that he had an opportunity to talk to the people involved and was happy with the direction the Committee is taking. It is nice to recognize people with good values and it should happen more often.

Philip Grande called for a motion to move Item 4 on the agenda to Item 2.

Motion to move Item 4 on the agenda to Item 2 (Mr. DeMaio, 2d Ms. Cardozo).

Discussion: Mr. DeMaio said that it was an emotional year for all involved. He initially did not know who Dr. Sim was, but he knows Mr. Gedansky and Mr. Johnson well. He said that those involved should be happy with the outcome. People who have had a positive impact at Amity should be honored with plaques and other ideas. Patricia Cardozo said that she also would like to see more people recognized in the future.

Vote in favor unanimous.

Motion passed.

2. Discussion and Possible Action to Recommend to the Board the Renaming of the Football Complex in Honor of Former Superintendent Dr. William Sim to be the Dr. William E. Sim Athletic Facility

Motion to rename the football complex in honor of former Superintendent Dr. William Sim to be the Dr. William E. Sim Athletic Facility (Ms. Cardozo, 2d Mr. DeMaio).

Vote in favor unanimous.

Motion passed.

Discussion: Mr. Grande said that a constituent recommended that students learn who the people are who've made significant contributions to the history of Amity. Dr. Brady said that the Curriculum Committee could discuss the topic. Ms. Cardozo said the information could be conveyed at the middle schools as well.

3. Discussion and Possible Action to Recommend to the Board the Naming of the Football Field in Honor of Former Coach Mr. William Johnson

Motion to recommend the Board name the football field in honor of former Coach Mr. William Johnson (Ms. Cardozo, 2d Mr. DeMaio).

Vote in favor unanimous.

Motion passed.

4. Discussion and Possible Action to Recommend to the Board the Naming of the Press Box at the Football Stadium in Honor of Public Address Announcer Mr. Stanley Gedansky

Motion to recommend to the Board the naming of the press box at the football stadium in honor of Public Address Announcer Mr. Stanley Gedansky (Mr. DeMaio, 2d Ms. Cardozo).

Vote in favor unanimous.

Motion passed.

5. Adjourn

Motion to adjourn at 6:05 p.m. (Mr. DeMaio, 2d Ms. Cardozo).

Vote in favor unanimous.

Motion passed, meeting adjourned.

Respectfully submitted,

Marianne Lippard, recording clerk

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Jack B. Levine
Director of Finance and Administration
jack.levine@reg5.k12.ct.us

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

REVISED

To: Dr. John J. Brady, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Reserve Fund for Capital and Nonrecurring Expenditures
Date: September 30, 2011

Connecticut General Statutes Sec. 10-51(d) establishes the authority of a regional board of education to create a reserve fund to finance specific capital improvement or acquisition of any specific piece of equipment. It also states, 'The board shall annually submit a complete and detailed report on the condition of such fund to the member towns'.

Net Balance as of June 30, 2010	\$	0.00
---------------------------------	----	------

Interest Earned	\$	0.00
-----------------	----	------

Plus: 2010-2011 Appropriations:

Black Box Theatre (unspent funds from 2003 and 2004 Class Accounts)	\$	5,590.64
Add appropriation for Black Box Theatre	\$	5,000.00
Replace Field House water heater	\$	31,000.00
Add appropriation for Field House water heater	\$	11,600.00
Purchase and install security cameras at Amity High School	\$	30,000.00
Reduce appropriation for security cameras at Amity High School	(\$	10,125.00)
Purchase and install Turf Deck supports for Middle School bleachers	\$	11,600.00
Replacement of emergency generator at Amity High School	\$	50,000.00
HVAC upgrade project at Amity High School	\$	242,000.00
Amity High School roof restoration project	\$	357,793.63
Subtotal	\$	734,459.27

Less: 2010-2011 Encumbrances:

Replace Field House water heater	(\$	42,600.00)
Purchase and install Turf Deck supports for Middle School bleachers	(\$	11,600.00)
Purchase and install security cameras at Amity High School	(\$	19,875.00)

Net Balance as of June 30, 2011	\$	660,384.27
---------------------------------	----	------------

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2011-2012**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2010-2011 PREL. ACTUAL	2011-2012 BUDGET	AUG '11 FORECAST	CHANGE INCR./(DECR.)	SEP '11 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	MEMBER TOWN ALLOCATIONS	40,645,362	41,199,830	41,199,830	0	41,199,830	0	FAV
2	OTHER REVENUE	252,290	196,397	212,167	(4,823)	207,344	10,947	FAV
3	OTHER STATE GRANTS	653,539	552,122	552,122	0	552,122	0	FAV
4	MISCELLANEOUS INCOME	1,182,495	982,148	1,007,873	0	1,007,873	25,725	FAV
5	BUILDING RENOVATION GRANTS	488,111	478,124	478,124	0	478,124	0	FAV
6	TOTAL REVENUES	43,221,797	43,408,621	43,450,116	(4,823)	43,445,293	36,672	FAV
7	SALARIES	21,952,932	22,831,870	22,831,870	(34,193)	22,797,677	(34,193)	FAV
8	BENEFITS	5,039,066	5,371,399	5,379,946	27,602	5,407,548	36,149	UNF
9	PURCHASED SERVICES	5,444,161	6,050,445	5,823,915	2,487	5,826,402	(224,043)	FAV
10	DEBT SERVICE	5,789,534	5,562,444	5,562,444	0	5,562,444	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	3,187,994	3,158,195	3,126,114	398	3,126,512	(31,683)	FAV
12	EQUIPMENT	257,996	108,196	120,846	0	120,846	12,650	UNF
13	IMPROVEMENTS / CONTINGENCY	29,249	207,000	207,000	0	207,000	0	FAV
14	DUES AND FEES	90,903	119,072	119,072	0	119,072	0	FAV
15	TRANSFER ACCOUNT	728,868	0	0	0	0	0	FAV
16	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
17	TOTAL EXPENDITURES	42,520,703	43,408,621	43,171,207	(3,706)	43,167,501	(241,120)	FAV
18	SUBTOTAL	701,094	0	278,909	(1,117)	277,792	277,792	FAV
19	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	37,940						
20	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:							
21	LESS: OPERATING EXPENSES	(675,000)						
22	LESS: ASSIGNED TO 2011-2012 BUDGET	(64,034)						
23	NET BALANCE / (DEFICIT)	0	0	278,909	(1,117)	277,792	277,792	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 2011-2012

LINE	CATEGORY	COLUMN 1 2010-2011 PREL. ACTUAL	COLUMN 2 2011-2012 BUDGET	COLUMN 3 AUG '11 FORECAST	COLUMN 4 CHANGE INCR./ (DECR.)	COLUMN 5 SEP '11 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	BETHANY ALLOCATION	8,607,468	8,439,785	8,439,785	0	8,439,785	0	FAV
2	ORANGE ALLOCATION	19,302,889	19,944,426	19,944,426	0	19,944,426	0	FAV
3	WOODBRIE ALLOCATION	12,735,005	12,815,619	12,815,619	0	12,815,619	0	FAV
4	MEMBER TOWN ALLOCATIONS	40,645,362	41,199,830	41,199,830	0	41,199,830	0	FAV
5	ADULT EDUCATION	3,170	3,130	3,130	177	3,307	177	FAV
6	PARKING INCOME	30,435	31,745	30,435	0	30,435	(1,310)	UNF
7	INVESTMENT INCOME	2,509	7,500	7,500	(5,000)	2,500	(5,000)	UNF
8	ATHLETICS	22,054	20,000	20,000	0	20,000	0	FAV
9	TUITION REVENUE	72,747	62,072	79,152	0	79,152	17,080	FAV
10	TRANSPORTATION INCOME	121,375	71,950	71,950	0	71,950	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	252,290	196,397	212,167	(4,823)	207,344	10,947	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	653,539	552,122	552,122	0	552,122	0	FAV
15	OTHER STATE GRANTS	653,539	552,122	552,122	0	552,122	0	FAV
16	RENTAL INCOME	34,690	29,000	29,000	0	29,000	0	FAV
17	CAPITAL RESERVE	0	0	0	0	0	0	FAV
18	CONSTRUCTION SINKING DEBT FUND	255,000	262,000	262,000	0	262,000	0	FAV
19	DESIGNATED FROM PRIOR YEAR	800,000	675,000	675,000	0	675,000	0	FAV
20	EARLY RETIREE REINSURANCE PROGRAM	64,034	0	0	0	0	0	FAV
21	OTHER REVENUE	28,771	16,148	41,873	0	41,873	25,725	FAV
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	1,182,495	982,148	1,007,873	0	1,007,873	25,725	FAV
24	BUILDING RENOVATION GRANTS	488,111	478,124	478,124	0	478,124	0	FAV
25	TOTAL REVENUES	43,221,797	43,408,621	43,450,116	(4,823)	43,445,293	36,672	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 2011-2012

LINE	CATEGORY	COLUMN 1 2010-2011 PREL. ACTUAL	COLUMN 2 2011-2012 BUDGET	COLUMN 3 AUG '11 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 SEP '11 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	5111-CERTIFIED SALARIES	18,621,650	19,352,371	19,352,371	(46,494)	19,305,877	(46,494)	FAV
2	5112-CLASSIFIED SALARIES	3,331,282	3,479,499	3,479,499	12,301	3,491,800	12,301	UNF
3	SALARIES	21,952,932	22,831,870	22,831,870	(34,193)	22,797,677	(34,193)	FAV
4	5200-MEDICARE - ER	283,691	280,907	295,068	(442)	294,626	13,719	UNF
5	5210-FICA - ER	214,362	223,673	222,959	(334)	222,625	(1,048)	FAV
6	5220-WORKERS' COMPENSATION	112,508	127,340	122,440	0	122,440	(4,900)	FAV
7	5231-BLUE CROSS DENTAL	257,059	229,450	229,450	27,536	256,986	27,536	UNF
8	5251-MEDICAL INSURANCE	2,881,555	3,199,158	3,199,158	(850)	3,198,308	(850)	FAV
9	5860-OPEB TRUST	373,757	376,753	376,753	0	376,753	0	FAV
10	5260-LIFE INSURANCE	42,150	43,838	43,838	2,240	46,078	2,240	UNF
11	5275-DISABILITY INSURANCE	9,773	10,103	10,103	(548)	9,555	(548)	FAV
12	5280-PENSION PLAN - CLASSIFIED	525,437	599,032	599,032	0	599,032	0	FAV
13	5282-RETIREMENT SICK LEAVE - CERT	133,554	113,827	113,827	0	113,827	0	FAV
14	5283-RETIREMENT SICK LEAVE - CLASS	12,165	24,093	24,093	0	24,093	0	FAV
15	5284-SEVERANCE PAY - CERTIFIED	162,905	131,225	131,225	0	131,225	0	FAV
16	5290-UNEMPLOYMENT COMPENSATION	30,150	12,000	12,000	0	12,000	0	FAV
17	BENEFITS	5,039,066	5,371,399	5,379,946	27,602	5,407,548	36,149	UNF
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	7,510	10,683	10,683	0	10,683	0	FAV
19	5327-DATA PROCESSING	64,297	60,458	60,458	0	60,458	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	890,141	916,434	901,434	20,735	922,169	5,735	UNF
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	68,932	64,359	64,359	0	64,359	0	FAV
22	5510-PUPIL TRANSPORTATION	1,934,035	2,291,704	2,256,897	31,236	2,288,133	(3,571)	FAV
23	5521-GENERAL LIABILITY INSURANCE	152,144	173,133	155,689	0	155,689	(17,444)	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	79,989	74,026	74,026	0	74,026	0	FAV
25	5560-TUITION EXPENSE	2,185,134	2,380,616	2,221,337	(49,484)	2,171,853	(208,763)	FAV
26	5590-OTHER PURCHASED SERVICES	61,979	79,032	79,032	0	79,032	0	FAV
27	PURCHASED SERVICES	5,444,161	6,050,445	5,823,915	2,487	5,826,402	(224,043)	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 2011-2012

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2010-2011	2011-2012	AUG '11	CHANGE	SEP '11	VARIANCE	COL 7
LINE	CATEGORY	PREL. ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
28	5830-INTEREST	2,014,534	1,832,444	1,832,444	0	1,832,444	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,775,000	3,730,000	3,730,000	0	3,730,000	0	FAV
30	DEBT SERVICE	5,789,534	5,562,444	5,562,444	0	5,562,444	0	FAV
31	5410-UTILITIES, EXCLUDING HEAT	846,082	922,583	903,251	0	903,251	(19,332)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	832,855	667,994	667,994	0	667,994	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	356,040	337,893	337,893	0	337,893	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	170,586	172,207	172,207	0	172,207	0	FAV
35	5620-OIL USED FOR HEATING	231,179	329,994	329,994	398	330,392	398	UNF
36	5627-TRANSPORTATION SUPPLIES	126,466	159,127	159,127	0	159,127	0	FAV
37	5641-TEXTBOOKS	120,543	72,379	72,379	0	72,379	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	23,997	23,925	23,925	0	23,925	0	FAV
39	5690-OTHER SUPPLIES	480,246	472,093	459,344	0	459,344	(12,749)	FAV
40	SUPPLIES (INCLUDING UTILITIES)	3,187,994	3,158,195	3,126,114	398	3,126,512	(31,683)	FAV
41	5730-EQUIPMENT - NEW	87,590	42,423	42,423	0	42,423	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	170,406	65,773	78,423	0	78,423	12,650	UNF
43	EQUIPMENT	257,996	108,196	120,846	0	120,846	12,650	UNF
44	5715-IMPROVEMENTS TO BUILDING	26,049	9,000	9,000	0	9,000	0	FAV
45	5720-IMPROVEMENTS TO SITES	3,200	48,000	48,000	0	48,000	0	FAV
46	5850-CONTINGENCY	0	150,000	150,000	0	150,000	0	FAV
46A	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	0	0	0	0	0	0	FAV
47	5855-CAPITAL RESERVE	0	0	0	0	0	0	FAV
48	IMPROVEMENTS / CONTINGENCY	29,249	207,000	207,000	0	207,000	0	FAV
49	5580-STAFF TRAVEL	13,488	19,546	19,546	0	19,546	0	FAV
50	5581-TRAVEL - CONFERENCES	16,036	16,449	16,449	0	16,449	0	FAV
51	5810-DUES & FEES	61,379	83,077	83,077	0	83,077	0	FAV
52	DUES AND FEES	90,903	119,072	119,072	0	119,072	0	FAV
53	5856-TRANSFER ACCOUNT	728,868	0	0	0	0	0	FAV
54	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	42,520,703	43,408,621	43,171,207	(3,706)	43,167,501	(241,120)	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 2011-2012**

SEPTEMBER 2011

OVERALL

NOTE: The following documentation standards are provided:

- ✓ New comments are noted in boldface, italic print; and
- ✓ Each reference to a line number is accompanied by the page number of the excel spreadsheet.

Revisions to Preliminary 2010-2011 Actual:

Post-closing adjustments reduced expenditures by \$15,785.22 FAV due to unspent encumbrances. These additional funds were transferred to Reserve Fund for Capital and Nonrecurring Expenditures and designated for the Amity High School roof restoration project. The Amity Finance Committee and Amity Board of Education had authorized the use of any unused balance for this purpose.

The cancellation of prior year's encumbrances added \$37,940, as shown on page 1, column 1, line 19.

The Adopted 2011-2012 Budget designates \$675,000 of unspent funds on page 1, column 1, line 21, and \$64,034 from the Early Retiree Reinsurance Program (ERRP) under the Federal Affordable Care Act on page 1, column 1, line 22.

The preliminary net balance is \$0 on page 1, column 1, line 23. No funds will be returned to the Member Towns.

2011-2012 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is ***\$277,792 FAV under budget (previously \$278,909 FAV under budget)***, which appears on page 1, column 6, line 23.

REVENUES BY CATEGORY

The projected yearend balance of revenues is ***\$36,672 FAV over budget (previously \$41,495 FAV over budget)***, which appears on page 2, column 6, line 25.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based on the current State award.

LINE 6 on Page 2: PARKING INCOME:

The forecast assumes the same revenue as received in 2010-2011.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget assumes an interest rate of 1.00 percent. The average interest rates by month for the State Treasurer's Investment Fund (STIF) are shown below:

Average Interest Rates by Month

<u>Month</u>	<u>Rate</u>
June	0.21%
July	0.18%
August	0.17%
<i>September</i>	<i>0.18%</i>

Actual interest income earned in 2010-2011 is \$2,508.66. Based on the current low interest rates, the forecast of interest income is \$2,500. The budget is \$7,500.

LINE 9 on Page 2: TUITION REVENUE:

Six tuition students are anticipated compared to the budget of four tuition students.

LINE 21 on Page 2: OTHER REVENUE:

The forecast includes an incentive award of \$25,725 FAV from Connecticut Energy Efficiency Fund (CEEF) for installing a solar-based water heating system with a tankless back-up for the Field House.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is *\$241,120 FAV under budget (previously \$237,414 FAV under budget)*, which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

The forecast is based on the current staffing. 'Turnover savings' from replacing teachers, who retired or resigned, and the savings from hiring lower costing certified substitutes for teachers on a leave-of-absence, were approximately \$84,000 FAV over the budgeted savings. This is partially offset by the higher pay to some teachers due to degree changes, which is about \$38,000 UNF higher than budgeted.

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

The forecast is based on current staffing.

LINE 4 on Page 3: 5200-MEDICARE – ER:

The forecast for this account is based on projected salaries.

LINE 5 on Page 3: 5210-FICA – ER:

The forecast for this account is based on projected salaries.

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

Workers' compensation insurance budget was based on information from our carrier in December 2010. Due to the District's excellent accident loss ratio over the past five years, the actual bid from Trident Insurance of \$117,440 was under budget by **\$900 FAV**. The audit premium is budgeted at \$9,000. We estimate the premium will be under budget by **\$4,000 FAV**.

LINE 7 on Page 3: 5231-BLUE CROSS DENTAL:

The forecast is based on current staffing.

LINE 8 on Page 3: 5251-MEDICAL INSURANCE:

The forecast is based on current staffing.

LINE 10 on Page 3: 5260-LIFE INSURANCE:

The forecast for this account is based on the current staffing.

LINE 11 on Page 3: 5275-DISABILITY INSURANCE:

The forecast for this account is based on the current staffing.

LINE 20 on Page 3: OTHER PROFESSIONAL & TECHNICAL SERVICES:

The Health and Welfare Benefits Consultants were selected from several bidders. Marsh & McLennan Agency was awarded the bid for \$25,000. The 2011-2012 budget for this service is \$40,000, or a favorable variance of \$15,000 FAV. *A budget transfer of \$20,735 UNF is requested to pay for a Speech and Language Pathologist substitute to cover for a teacher on a leave-of-absence.*

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

The forecast projects special education transportation to be \$3,571 FAV under budget (previously \$34,807 FAV under budget).

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

The budget was based on an estimate provided by our insurance carrier for liability-automobile-property (LAP) insurance in December 2010. The LAP insurance was \$142,060, or \$16,073 FAV under budget. Student Accident Insurance premium was \$10,629, or \$1,371 FAV under budget. The forecast assumes 'LAP reimbursements' will be the same as the budget of \$3,000.

LINE 25 on Page 3: 5560-TUITION EXPENSE:

These figures are subject to change on a monthly basis.

Tuition for the vo-ag schools is projected at \$55,846 FAV under budget (previously \$63,838 FAV under budget).

	FY07-08 ACTUAL	FY08-09 ACTUAL	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 BUDGET	FY11-12 ENROLLED
Sound	5	9	9	7	7	6
Trumbull	1	1	2	4	4	3
Nonnewaug	2	4	5	5	6	4 (3)
Totals	8	14	16	16	17	13 (12)

Public (ACES) and private out-of-district placements are projected at \$216,535 FAV under budget (previously \$162,852 FAV under budget).

	FY07-08 ACTUAL	FY08-09 ACTUAL	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 BUDGET	FY11-12 ENROLLED
Public SPED	8.25	9	7	6	7	5
Private SPED	18	21	20.5	21	22	23 (22)
Totals	26.25	30	27.5	27	29	28 (27)

Note: 0.5 is a part-time student.

The forecast includes 26 students (previously 27 students) at ACES Educational Center for the Arts. The projected tuition is \$98,618 (previously \$102,411), or \$63,618 UNF (previously \$67,411 UNF) over budget.

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

Electricity usage is projected at 4,733,252 kilowatt hours based on a three-year average compared to a budgeted usage of 4,771,558 kilowatt hours. (Last fiscal year's usage was 4,656,641 kilowatt hours.) The forecasted price is \$0.181 per kilowatt hour compared to a budgeted price of \$0.1767 per kilowatt hour. The distribution side was increased by DPUC. (Last fiscal year's price was \$0.177 per kilowatt hour.) The projected electricity costs are **\$13,584 UNF** over budget.

The load shed numbers from participating in the program during last fiscal year is **\$23,916 FAV**.

Propane usage is estimated at 8,000 gallons at the budgeted price of \$3.00 per gallon. The budget is 11,000 gallons. (Last fiscal year's usage was 8,346 gallons.) We anticipate the new, more efficient Field House hot water system will lower our usage. This will be partially offset by the extra lunch wave at the high school due to the eight-period schedule. The projected savings for this fiscal year is **\$9,000 FAV**.

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

Fuel was purchased for the generator at Bethany Middle School during Hurricane Irene. The unbudgeted expense was \$398 UNF.

LINE 39 on Page 4: 5690-OTHER SUPPLIES:

The Microsoft licensing fee is **\$12,749 FAV** under budget.

LINE 42 on Page 4: 5731-EQUIPMENT-REPLACEMENT:

The forecast includes the purchase of a replacement server for **\$12,650 UNF**.

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

The forecast assumes the entire Contingency Account of \$150,000 will be spent by year end.

July (voted in June): **\$67,411 UNF** – Pay the full tuition for 27 students at ACES Educational Center for the Arts. All Superintendents of Schools were informed of the requirement to pay for the full tuition costs, less any applicable grants, for all students enrolled in the inter-district magnet school program. The ACES Governing Board has set the tuition at \$8,746.00. After subtracting the anticipated funding from each student from the CSDE Inter-district Magnet School grant, the remaining balance of tuition to be paid would be approximately \$3,793.00 per student. Boards of Education in Connecticut are required to pay tuition for the three-year average student enrollment, which is 27 students for Amity. We must pay \$102,411. The 2011-2012 Adopted Budget has \$35,000 for ECA tuition payments. Thus, we have a shortfall of \$67,411 is being covered by using the Contingency Account.

Actual enrollment is 26 students at ACES Educational Center for the Arts. A budget transfer of \$3,793 is requested from Tuition to Contingency Account. The projection shortfall is \$63,618 (previously \$67,411). With this budget transfer, the Contingency Account has a balance of \$86,382.

Amity Regional School District No. 5 - Budget Transfers 2011-2012

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
2011-JUL	15	01-04-12-6117-5560 TUITION EXPENSE	67,411.00	ECA TUITION MAND
2011-JUL	15	01-05-15-0000-5850 CONTINGENCY	(67,411.00)	ECA TUITION MAND
2011-JUL	28	01-03-11-1010-5330 OTHER PROFESSIONAL	1,700.00	ALLSTATE&NE SOUND
2011-JUL	28	01-03-11-1010-5611 INSTRUCTIONAL SUPP	(1,700.00)	ALLSTATE&NE SOUND
2011-AUG	13	01-02-111014-5611 INSTRUCTIONAL SUPP	920.00	ADDITIONAL SUPPLIES NEEDED
2011-AUG	13	01-02-111014-5641 TEXTBOOKS	(920.00)	ADDITIONAL SUPPLIES NEEDED
2011-AUG	16	01-02-142219-5611 INSTRUCTIONAL SUPP	(78.00)	PRICE INCREASE
2011-AUG	16	01-02-111007-5611 INSTRUCTIONAL SUPP	78.00	PRICE INCREASE
2011-AUG	25	01-02-111014-5810 DUES&FEES	(94.00)	PRICE INCREASE
2011-AUG	25	01-02-111014-5611 INSTRUCTIONAL SUPP	94.00	PRICE INCREASE
2011-AUG	39	01-02111001-5611 INSTRUCTIONAL SUPP	(100.00)	SHIPPING CHARGE
2011-AUG	39	01-02-111001-5731 EQUIPMENT-REPLACE	150.00	SHIPPING CHARGE
2011-AUG	39	01-02-142219-5611 INSTRUCTIONAL SUPP	(50.00)	SHIPPING CHARGE
2011-AUG	57	01-03-111006-5611 INSTRUCTIONAL SUPP	(2,907.00)	INC ENROLLMENT
2011-AUG	57	01-03-111006-5641 TEXTBOOKS	2,907.00	INC ENROLLMENT
2011-AUG	161	01-01-132220-5330 OTHER PROFESSIONAL	500.00	AUTHOR VISIT FOR SCHOOL
2011-AUG	161	01-01-132220-5611 INSTRUCTIONAL SUPP	(500.00)	AUTHOR VISIT FOR SCHOOL
2011-AUG	118	01-05-142350-5690 OTHER SUPPLIES	1,423.00	APPS-PAGES,NOTES,KEYNOTE
2011-AUG	118	01-05-142320-5810 DUES &FEES	(1,423.00)	APPS-PAGES,NOTES,KEYNOTE
2011-AUG	136	01-05152512-5220 WORKERS COMPENS	(2,801.00)	CAPSS MEMBERSHIP
2011-AUG	136	01-05142310-5810 DUES&FEES	2,801.00	CAPSS MEMBERSHIP
2011-SEPT	65	01-01132400-5590 OTHER PURCHASED SVC	(116.00)	RETURN OF ITEMS SHIPPED
2011-SEPT	65	01-01132400-5420 REPAIRS, MAINTENANCE	116.00	RETURN OF ITEMS SHIPPED
2011-SEPT	65	01-01132400-5590 OTHER PURCHASED SVC	(315.00)	POSTAGE METER SHORTAGE
2011-SEPT	65	01-01132400-5550 COMMUNICATIONS	315.00	POSTAGE METER SHORTAGE
2011-SEPT	88	01-03111013-5611 INSTRUCTIONAL SUPP	(2,200.00)	ADDITIONAL TEXTS NEEDED
2011-SEPT	88	01-03111013-5641 TEXTBOOKS	2,200.00	ADDITIONAL TEXTS NEEDED
2011-SEPT	89	01-03132220-5611 INSTRUCTIONAL SUPP	(750.00)	PURCHASE WHITEBOARD
2011-SEPT	89	01-0313220-5690 OTHER SUPPLIES	750.00	PURCHASE WHITEBOARD
2011-SEPT	133	01-03111008-5611 INSTRUCTIONAL SUPP	(51.00)	TEXTBOOKS/INC ENROLL
2011-SEPT	133	01-03111008-5641 TEXTBOOKS	51.00	TEXTBOOKS/INC ENROLL
2011-SEPT	159	01-01142600-5620 OIL USED FOR HEATING	398.00	GENERATOR FUEL-HURRICANE
2011-SEPT	159	01-05152512-5220 WORKERS COMPENS	(398.00)	GENERATOR FUEL-HURRICANE
2011-SEPT	210	01-03111013-5611 INSTRUCTIONAL SUPP	(120.00)	INCR COST OF TEXTBOOK
2011-SEPT	210	01-03111013-5641 TEXTBOOKS	120.00	INCR COST OF TEXTBOOK
2011-SEPT	227	01-01111006-5611 INSTRUCTIONAL SUPP	(140.00)	LANGUAGE TEACHER WORKSHOP
2011-SEPT	227	01-01111006-5810 DUES&FEES	140.00	LANGUAGE TEACHER WORKSHOP
2011-SEPT	273	01-01132220-5611 INSTRUCTIONAL SUPP	(100.00)	AUTHOR VISIT
2011-SEPT	273	01-01132220-5330 OTHER PROFESSIONAL	100.00	AUTHOR VISIT

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Jack B. Levine
Director of Finance and Administration
jack.levine@reg5.k12.ct.us

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

To: Dr. John J. Brady, Superintendent of Schools

From: Jack B. Levine, Director of Finance and Administration

Re: Budget Transfers of \$3,000 or More for Fiscal Year 2011-2012

Date: October 6, 2011

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

Speech and Language Pathologist Substitute to cover for Teacher on Leave-of-Absence:

A budget transfer is necessary to pay for a Speech and Language Pathologist substitute to cover for a teacher on a leave-of-absence.

#1 – Motion to make the following budget transfer of \$20,735 to pay for a Speech and Language Pathologist substitute for a teacher on a leave-of-absence.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-1026-5111	Certified Salaries	\$20,735	
04-12-2150-5330	Other Professional & Tech. Services		\$20,735

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



Jack B. Levine
Director of Finance and Administration
jack.levine@reg5.k12.ct.us

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

To: Dr. John J. Brady, Superintendent of Schools

From: Jack B. Levine, Director of Finance and Administration

Re: New Funding Requests for Fiscal Year 2011-2012

Date: September 30, 2011

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

ACES Educational Center for the Arts:

Previously, a budget transfer request was approved to pay for 27 students. Actual enrollment is 26 students. Due to one less student attending ACES Education Center for the Arts, we are requesting a **restoration of a portion of the funds** taken from the Contingency Fund.

#1 – Motion to make the following budget transfer of \$3,793 from the Tuition account to the Contingency Account:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6117-5560	Tuition	\$3,793	
05-15-0000-5850	Contingency Account		\$3,793

CONTINGENCY ACCOUNT RECAP

Budget		\$150,000
<u>Less:</u>		
July:	Additional ECA Tuition	<u>\$ 67,411</u>
Subtotal		\$ 82,589
<u>Plus:</u>		
October:	Restore Unused Additional ECA Tuition	<u>\$ 3,793</u>
Remaining Balance		<u>\$ 86,382</u>

AMITY REGIONAL SCHOOL DISTRICT NO. 5
AUDIT STATUS REPORT
JUNE 30, 2011

Status Report as of October 5, 2011

	%	COMPLETE	STATUS/ISSUES
Planning Procedures	100%		No issues noted.
Documentation and Testing of Internal Control			
Documentation of internal control and system walk throughs	100%		No issues noted. Student activity fund policies and procedures appear comprehensive and adequate to mitigate the risk of misstatement.
Cash Receipts Testing	100%		No issues noted.
Non-Payroll Expenditure Testing	100%		No issues noted
Payroll Expenditure Testing	100%		No issues noted
	%	COMPLETE	STATUS/ISSUES
Major Federal Program Compliance Testing			
IDEA	100%		No issues noted.
	%	COMPLETE	STATUS/ISSUES
Major State Program Compliance Testing			
Interdistrict Cooperative Grant	100%		No issues noted.
	%	COMPLETE	STATUS/ISSUES
Opinion Unit Substantive Testing			
Government-wide	75%		No issues noted.
General Fund	100%		No issues noted.
Sick and Severance Fund	100%		No issues noted.
Capital Projects Fund	100%		No issues noted.
Aggregate Remaining Fund Information	100%		No issues noted.
Financial Reporting	40%		In process of completing for Manager and Partner review.

Items Needed for Completion of Audit

- 1 None at this point. Management has been very cooperative and responsive to our requests for information.
- 2 Just obtained the capital asset and depreciation reports from Terry and are currently in the process of completing our testing of capital assets.
- 3

Potential Audit Hold-ups

- 1 None at this point.
- 2
- 3

Other

- 1 Student activities funds were tested during the September fieldwork. Only matter noted pertained to the Habitat for Humanity fundraiser in May 2010 (funds not deposited until October 2010) and was brought to the attention of the Director of Finance and Administration and Finance Manager. This is deemed to be an isolated issue. Overall, systems in place appear to be functioning as intended.
- 2 Due to financial reporting changes with GASB #54, the Sick and Severance Fund can not be reported as a separate Special Revenue Fund as reported in prior years. CCR is currently working with the Director of Finance and Administration on the necessary reporting changes needed to report the Sick and Severance Fund for fiscal year 2011.
- 3 Our plan is to finalize our work and complete preparation of the financial statements during the course of the next 2 -3 weeks and then submit the file for Manager and Partner review.

Students

Hazing

Bullying

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying. The safe climate specialist shall investigate or supervise the investigation of all reports of bully promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Safe School Climate Plan

The Superintendent shall develop and a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall be brought to the Board for action no later than January, 2012.

Students

Hazing

Bullying (continued)

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. This policy shall be included in all student and faculty handbooks and shall be disseminated to the public in a manner to be determined by the Superintendent.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

(cf. 0521 – Nondiscrimination)

~~(cf. 4131 – Staff Development)~~

(cf. 5114 – Suspension and Expulsion/Due Process)

(cf. 5131 – Conduct)

(cf. 5131.21 – Violent and Aggressive Behavior)

(cf. 5131.8 – Out-of-School Misconduct)

(cf. 5131.912 – Aggressive Behavior)

(cf. 5131.913 – Cyberbullying)

(cf. 5131.91 – Hazing)

(cf. 5144 – Discipline/Punishment)

(cf. 5145.4 – Nondiscrimination)

(cf. 5145.5 – Sexual Harassment)

(cf. 5145.51 – Peer Sexual Harassment)

(cf. 6121 – Nondiscrimination)

(cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes
 10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.
 10-222d Policy on bullying behavior as amended by PA 08-160 and PA 11-232.
 PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.
 PA 11-232 An Act Concerning the Strengthening of School Bullying Laws.

Amity Regional School District No. 5
 Woodbridge, Connecticut

Policy adopted:

Students

Bullying

Safe School Climate Plan

Purpose/Priority Statement

The Amity Regional School District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our schools or in school related activities. In addition, the District will promptly investigate all reports and complaints of bullying, cyberbullying, and retaliation, and take appropriate, effective action to end that behavior. Most important, the District will support this commitment in all aspects of its activities, including in its curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement. The Board of Education (Board) fully understands that it is only through a comprehensive approach with a focus on the development of a positive school climate and the support of students, staff, families, law enforcement agencies and the community that issues of violence will be prevented and a safe school climate achieved. Lastly, in consultation with these constituencies, the Board has established this District Safe School Climate Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation.

The Board of Education (Board) promotes a safe and secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

I. Prohibition Against Bullying

The Board of Education (Board) prohibits bullying (a) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (b) outside of the school setting if such bullying (i) creates a hostile environment at school for the victim, (ii) infringes on the rights of the victim at school, or (iii) substantially disrupts the education process or orderly operation of a school.

Students

Bullying

II. Definitions

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

Bullying**II. Definitions (continued)**

"Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

"School employee" means (a) a teacher, substitute teacher, school administrator, school Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional Board of Education.

"School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. *(It is based on people's experiences of school and reflects norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.)*

III. Reporting and Responding to Bullying and Retaliation (Complaint Process)**A. Publication of the Prohibition against Bullying and Related Procedures**

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools:

"Bullying behavior by any student in the Amity Regional School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Students

Bullying

A. Publication of the Prohibition against Bullying and Related Procedures (continued)

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, gender identity, or physical mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation (Plan) #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians on the District and individual school websites or by request.

B. Appropriate School Personnel

All school employees are charged with the responsibility of taking reports of bullying or if witnessing acts of bullying to notify the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available. Reports shall be appropriately investigated by the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available.

Students

Bullying

B. Appropriate School Personnel (continued)

District Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the district and make recommended changes to the District's safe school climate plan.

Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying reports in the school.

Students

Bullying (continued)

C. Annual Notification of the Complaint Process

The process by which students may make formal, informal, and anonymous complaints as set forth below shall be publicized annually in the student handbook of each of the District schools. In addition, this Safe School Climate Plan shall be placed on the District website and the website of each school.

D. Formal Written Complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school employee, and they shall be promptly forwarded to the Safe School Climate Specialist or another school administrator, if the Safe School specialist is unavailable, for review and action in accordance with Section IV below.

E. Informal/Verbal Complaints by Students

Students may make an informal complaint of conduct that they consider to be bullying by verbal report to the Safe School Climate Specialist, or to any school employee, as defined, or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A school employee, or administrator or the Safe School Climate Specialist who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school employee, administrator, if not the Safe School Climate Specialist, shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

Students

Bullying (continued)

F. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school employee who receives the complaint. Should anonymity be requested, the Safe School Climate Specialist, if not the Principal or his/her designee, shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

IV. Staff Responsibilities and Intervention Strategies

A. Teachers and Other School Staff

School employees who witness acts of bullying, as defined above, or who receive reports of bullying shall promptly notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such employee witnesses or receives a report of bullying. A written report must be filed not later than two school days after making such an oral report concerning the events witnessed or reported.

School employees who receive student or parent reports of suspected bullying shall promptly notify the Safe School Climate Specialist of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, this employee shall verbally report the matter to the Safe School Climate Specialist not later than the next school day.

Students

IV. Staff Responsibilities and Intervention Strategies (continued)

A. Teachers and Other School Staff (continued)

In addition to addressing both informal and formal complaints, school employees and other are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. All school employees including teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

B. Responsibilities of the Safe School Climate Specialist

1. Investigation

The Safe School Climate Specialist shall be promptly notified of any formal or informal complaint of suspected bullying received by any school employee. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan. All such complaints shall be investigated promptly. The investigation must be completed promptly after the receipt by the Safe School Climate Specialist of any written report. In order to allow the District to adequately investigate all formal complaints, the parent of the student suspected of being bullied must complete a consent form that allows their District to release that student's name to those third parties who the District contacts as part of its investigation of that complaint with regard to the investigation of informal complaints, the parent of the student suspected of being bullied must complete the above-referenced consent form so long as that student has not requested anonymity.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

Students

Bullying

IV. Staff Responsibilities and Intervention Strategies (continued)

B. Responsibilities of the Safe School Climate Specialist (continued)

1. Investigation

The school shall notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight (48) hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and in the case of a divorced/split situation, to the other parent/guardian if requested. The notice must describe the school's response, measures being taken by the school to ensure the safety of the students against whom such act was directed, and any consequences that may result from further acts of bullying.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Remedial Actions

Verified acts of bullying shall result in intervention by the Building Principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in-school suspension; suspension or expulsion) is a matter for the professional discretion of the Building Principal (or responsible program administrator or his/her designee.) The following sets forth possible interventions for building principals to enforce the Board's prohibition against bullying. No disciplinary action may be taken solely on the basis of an anonymous complaint.

Students

Bullying

IV. Staff Responsibilities and Intervention Strategies (continued)

B. Responsibilities of the Safe School Climate Specialist (continued)

2. Remedial Actions

The following sets forth permissible interventions for building principals (or other responsible program administrators) to enforce the Board's prohibition against bullying.

a. Non-disciplinary Interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

In any instance in which bullying is verified, the building Principal (or other responsible program administrator) shall invite the parents or guardians of the student against whom such act was directed, and the parents or guardians of a student who commits any verified act of bullying, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying. In the discretion of the building Principal or other responsible program administrator, the meeting(s) described in this section may be held jointly or separately.

(The SDE recommends such meetings to be separate.)

Students

Bullying

IV. Staff Responsibilities and Intervention Strategies (continued)

B. Responsibilities of the Safe School Climate Specialist (continued)

2. Remedial Actions

b. Disciplinary Interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

c. Interventions for Bullied Students

The Safe School Climate Specialist/Building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- Counseling;
- Increased supervision and monitoring of student to observe and intervene in bullying situations;
- Encouragement of student to seek help when victimized or witnessing victimization;
- Peer mediation where appropriate.

Students

Bullying

IV. Staff Responsibilities and Intervention Strategies (continued)

B. Responsibilities of the Safe School Climate Specialist (continued)

3. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other District actions may ameliorate any potential problem with bullying in school or at school-sponsored activities. A focus will be placed on district and school efforts to improve school climate based upon the National School Climate Standards.

While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- b. A safe school climate assessment on or after July 1, 2012 and biennially thereafter to determine the prevalence of bullying. Such assessments may include, in addition to those approved and disseminated by the State Department of Education, in collaboration with CAS, the National School climate Standards Self-Assessment Tool' and the Connecticut State Department of Education's "Improving School climate Team Rubric;"
- c. Establishment by the school Principal of a Safe School Climate Committee in each District school or the designation of an existing committee that is responsible for fostering a safe school climate and addressing issues related to bullying in the school.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;

Students

Bullying

IV. Staff Responsibilities and Intervention Strategies (continued)

B. Responsibilities of the Safe School Climate Specialist (continued)

3. General Prevention and Intervention Strategies (continued)

4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying; and
7. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

- d. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- e. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school;
- f. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- g. School-wide training related to safe school climate;
- h. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing bully/victim problems;
- k. Student peer training, education and support. Use of peers to help ameliorate the plight of victims and include them in group activities;

Students

Bullying

IV. Staff Responsibilities and Intervention Strategies (continued)

B. Responsibilities of the Safe School Climate Specialist (continued)

3. General Prevention and Intervention Strategies (continued)

- l. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- m. Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;

- n. Modeling by all school employees of positive, respectful, and supportive behavior toward students;
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

V. Reporting Obligations

A. Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of bullying by a specific student are verified, not later than forty-eight (48) hours after the completion of the investigation, the Building Principal/Safe School Climate Specialist or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification. In addition, the school shall invite the parent/guardian of a student who commits any verified act of bullying (after the completion of the investigation) to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the student's safety and to prevent further acts of bullying. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying reports, subsequent investigations and parental/guardian meetings.

Students

Bullying

V. Reporting Obligations (continued)

B. Reports to the Targeted Student and his/her Parent or Guardian

If after investigation, acts of bullying against a specific student are verified, the Building Principal/Safe Climate Specialist or his/her designee shall notify the parent or guardian of the victim of such finding, not later than forty-eight (48) hours after the completion of the investigation. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law (e.g., court order/subpoena). In addition, the school shall invite the parent/guardian of the student against whom the verified act of bullying was directed, after the completion of the investigation, to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the targeted student's safety and to prevent further acts of bullying. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying reports, subsequent investigations and parental/guardian meetings.

Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.

C. List of Verified Acts of Bullying

The Principal/Safe School Climate Specialist of each school shall establish a procedure to document and maintain records relating to reports and investigations of bullying in such school and maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III (1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

Students

Bullying

VI. Prohibition against Discrimination and Retaliation

A. Safety

Discrimination and/or retaliation against any person who reports bullying, provides information during an investigation of an act of bullying, or witnesses or has reliable information about bullying is prohibited.

The continuation and perpetuation of bullying of a student through the dissemination of hurtful or demeaning material by any other student is prohibited.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, discrimination or retaliation in our school buildings, on school grounds, or in school related activities. All reports and complaints of bullying, cyberbullying, discrimination and retaliation will be investigated promptly and prompt action will be taken to end that behavior and restore the student's against whom such bullying was directed (target's) sense of safety. This commitment is to be supported in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Before formally investigating the allegations of bullying, discrimination or retaliation, the Principal/Safe School Climate Specialist or designee will take steps to assess the need to restore a sense of safety to the alleged student against whom such bullying was directed (target) and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but are not limited to, creating a personal safety plan; pre-determining seating arrangements for the alleged victim (target) and/or the alleged perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the alleged student against whom such bullying was directed (target); and altering the alleged perpetrator's schedule and access to the alleged target. The Principal/Safe School Climate Specialist will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal/Safe School Climate Specialist will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Students

Bullying (continued)

VI. Prohibition against Discrimination and Retaliation (continued)

A. Safety (continued)

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal/Safe School climate Specialist or designee will contact the victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If determined necessary, the Principal/Safe School Climate Specialist will work with appropriate school staff to implement them immediately.

B. Law Enforcement Notification

The School Principal or his/her designee shall notify the appropriate local law enforcement agency when such Principal or the Principal's designee believes any acts of bullying constitute criminal conduct.

VII. Training Requirements for School Staff

- A. Certified staff of the District shall be provided in-service training on the prevention, identification and response to school bullying and the prevention of and response to youth suicide. *(The Board, subject to the approval of the State Department of Education, is not required to offer an in-service program regarding bullying or youth suicide prevention and intervention if it instead implements an evidence-based model approach to this issue.)*
- B. Beginning teachers shall satisfactorily complete instructional modules as required by C.G.S. 10-145a which shall include a module in classroom management and climate, which shall include training regarding the prevention, identification, and response to school bullying and the prevention of and response to youth suicide.
- C. Non-certified staff of the District will participate in annual training to be provided, within available appropriations, by the Connecticut State Department of Education. The training may be presented in person by mentors, offered in state-wide workshops, or through on-line courses. Such training may include, but is not limited to:
 1. Developmentally appropriate strategies to prevent bullying among students in school and outside the school setting,

Students

Bullying

VII. Training Requirements for School Staff (continued)

2. Developmentally appropriate strategies for immediate and effective interventions to stop bullying,
3. Information regarding the interaction and relationship between students committing acts of bullying, students against whom such acts of bullying are directed and witnesses of such acts of bullying,
4. Research findings on bullying, such as information about the types of students who have been shown to be at-risk for bullying in the school setting,
- ~~5. Information about the incidence and nature of cyberbullying as defined in C.G.S. 10-222d, or~~
6. Internet safety issues as they relate to cyberbullying.

VIII. Notification Requirements

- A. A copy of this District's Safe School Climate Plan shall be provided in written or electronic format to all District employees annually at the beginning of each school year.
- B. The District's Safe School Climate Plan shall be made available on the Board's website and on the website of each individual school with the District. Such posting shall occur within thirty (30) days of the approval of such plan by the Board.
- C. The District's Safe School Climate Plan shall be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

IX. School Climate Assessments

- A. On or after July 1, 2012, and biennially thereafter, the Board requires each school within the District to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education.
- B. Completed assessments shall be shared with the Board and then submitted by the Board to the State Department of Education.

Students

Bullying

X. Bullying Through the Use of Technology (Cyberbullying)

An emerging form of bullying is the use of technology to threaten, intimidate, ridicule, humiliate, insult, or harass. Technology enables aggressive expression toward others and does not rely on physical strength or physical contact. By using a cell phone or the Internet, a student can quickly and aggressively spread rumors, threats, hate mail, or embarrassing photos through text messages, e-mails, or instant messages.

There are a number of social networking sites (MySpace, Facebook, Twitter, etc.) available to our students that can be misused and/or abused for bullying purposes. Any alleged misuse or abuse must be reported to any staff member or the Safe School Climate Specialist.

The District's discipline policy states that misuse, on or off campus, of electronic devices, for threatening/bullying/hazing or harassment is a violation and can be the basis for discipline on or off campus. When information is received that a student or students are involved in bullying through the use of technology either as the actor or a member of a group, or the victim, the following will be considered:

- If it takes place on campus or at a school sponsored event, disciplinary action will be taken.
- If it takes place off campus a school may take disciplinary action if the incident poses a likelihood of substantial disruption to the educational process or the orderly day to day operations of the school.

XI. Relationship to Other Laws

- A. Consistent with state and federal laws, and the policies of the district and school rules, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color gender, religion, national origin, or sexual orientation. Nothing in the "Plan" prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or district policies.
- B. In addition, nothing in the "Plan" is designed or intended to limit the authority of the school or district to take disciplinary action under applicable laws, or local school or District policies in response to violent, harmful, or disruptive behavior, regardless of whether the "Plan" covers the behavior.

Students

Bullying (continued)

XII. Immunity for Board of Education, School Employees, Others

Members of the Board of Education and school employees are protected by statute against damage claims in the implementation of a safe school climate plan and, in accordance with a school district safe school climate plan, report, investigate, or respond to bullying. PA 11-232 also extends this immunity to reports of bullying incidents by parents, students, and others to a school employee according to a safe school climate plan.

To be immune, these parties must act in good faith and, in the case of a school employee or Board of Education, within the scope of their duties. The immunity does not cover gross, wanton, reckless, or willful misconduct.

Regulation approved:

Bylaws of the Board

Deputy Treasurer

The Deputy Treasurer elected by the Board of Education in accordance with C.G.S. 10-46 shall:

1. Give bond to the Board in an amount determined by the members of the Board, the cost of which shall be borne by the school district.
2. Pay out and/or authorize the payment of monies of the regional school district as may be directed by the Board and in the absence of the Treasurer.
3. Perform such other duties as may be authorized by the Board or Treasurer.
4. For each school year commencing July 1, the Deputy Treasurer shall be bonded for the faithful performance of his/her duties, said bond to be written by an insurance company licensed to do business in the State of Connecticut and in an amount to be determined by the Board. The Board shall indemnify and hold the Deputy Treasurer harmless against any liability as a result of his/her actions as Treasurer, except for his/her own willful misconduct, and shall also indemnify and hold the Deputy Treasurer harmless as provided by Section 10-235 of the Connecticut General Statutes.

The Deputy Treasurer will execute the role of Treasurer:

1. If the Treasurer is out of state.
2. If the Treasurer is incapacitated or otherwise unable to perform the duties of Treasurer.
3. As directed by the Treasurer.

The Deputy Treasurer serves under the Treasurer and will perform the assigned duties of the Treasurer under the direction of the Treasurer.

Legal Reference:

Connecticut General Statutes
10-46 Regional Board of Education [subsection (d)]
10-56 Corporate powers. Bond issues.
Bylaw

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

Typed: 8-10-2011

APPROVED:

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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




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

john.brady@reg5.k12.ct.us
Phone: (203) 392-2106

September 22, 2011

To: Members of the Board of Education

From: John J. Brady  Superintendent

RE: Paraprofessionals Contract

The paraprofessional bargaining unit voted to ratify the tentative agreement on a successor contract at their meeting on Monday, September 19, 2011. The Board received a comprehensive briefing on the contract in executive session at its August meeting.

Major features of the contract are as follows:

1. Term of contract is for the 2011-2012 academic year.
2. Resolution of a discrepancy in the duty free lunch period language.

Then previous contract called for a 30 minute duty free lunch while the teacher and student lunch period was 22 minutes. The new contract states that the paraprofessional duty free lunch period will mirror the student lunch period.

3. 2% across the board wage increase with no step movement. Total cost of settlement is \$9,844.97.

Recommendation: Approve the paraprofessional contract with a term of one year with wage increase retroactive to July 1, 2011.

Sal Luciano
Executive Director
Local 2663
State of CT – DCF

Thomas Ledoux
President
Local 2930
Town of Newington

Clarke King
Secretary
Local 1716
City of Hartford

Vice-Presidents

Linda Armstrong
Local 335
State of CT – Administrative/Clerical

Jay Bartolomei
Local 714
State of CT – Social Services

Blair Bertaccini
Local 269
State of CT – Dept. of Labor

Gil Bironi
Local 184
MDC

Steven Curran
Local 1565
State of CT – Corrections

Marie DeSousa
Local 391
State of CT – Corrections

Tony Duarte
Local 749
State of CT – Judicial

Robert Facey, Jr.
Local 3713
MDC

James LoMonaco
Local 2836
State University Administrators

Brian Mitchell
Local 1303
CT Municipal

Anna Montalvo
Local 1522
City of Bridgeport

Robert Montuori
Local 287
City of New Haven

Roberta Price
Local 610
State of CT – Administrative/Clerical

Thomas Stough
Local 991
Town of Manchester

Claudine Wilkins-Chambers
Local 3429
New Haven Paraprofessionals

September 20, 2011

Dr. John Brady, Superintendent
Amity Regional School District 5
25 Newtown Road
Woodbridge, CT 06525

**Re: Amity Regional School District 5
and
Local 1303-221 of Council 4
AFSCME, AFL-CIO**

Dear Dr. Brady

At a duly constituted meeting on September 19, 2011 of the above-referenced Local the membership voted to accept the tentative agreement for the Successor Contract.

Sincerely,



Kip Lockhart
Staff Representative

cc: Joyce Cape, Co-President Local 1303-221
Cheryl Amdur, CO-President Local 1303-221

RECEIVED

SEP 21 2011

AMITY REGION #5
OFFICE OF SUPT.

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

Finance Committee	9/12/11
-------------------	---------

Facilities Committee	9/21/11
----------------------	---------

MINUTES

COMMITTEE MEMBERS PRESENT:

Janet Brunwin, Matthew Giglietti, James Horwitz, Joseph Nuzzo

COMMITTEE MEMBERS ABSENT: Joseph Abbatiello, James Stirling

Also Present: John Brady, Jack Levine, Marianne Lippard, other members of the Public

A meeting of the Finance Committee was held at 5:30 p.m. on Monday, September 12, 2011 in the Presentation Room of District Offices.

1. **Call to Order:** Mr. Giglietti called the meeting to order at 5:38 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Discussion and Possible Action on Minutes**
 - a. Finance Committee Meeting – August 8, 2011
Motion to approve the minutes (Matthew Giglietti, 2d Joseph Nuzzo).
Discussion: none.
Vote in favor: Matthew Giglietti, Joseph Nuzzo.
Vote opposed: none.
Abstain: Janet Brunwin. ***Motion passed.***
4. **Public Comment:** none.
5. **Discussion of Proposed 2012-2013 Budget Calendar and Process**

A copy of the 2012-2013 Budget Calendar was contained in the packet distributed to the Committee. Dr. Brady discussed the dates. He pointed out that on November 15, 2011, the Superintendent, Finance Director, Finance Manager and Technology Coordinator would meet with the Technology Committee to review the five-year capital improvement forecast for technology. On November 17, 2011, meetings will take place with the Curriculum Committee and the Facilities Committee to look over the five-year capital improvement forecast. At a meeting on December 12, 2011, Dr. Brady will review general 2012-2013 budget issues with the Finance Committee and the full Board for comments.

Dr. Brady noted that the proposed schedule looks similar to past budget calendars. Additional meetings are added to the calendar as needed. The Board of Education first takes action on the budget on February 13, 2012. Additional changes are usually made during the spring. The Board officially adopts the budget twice, the first vote being preliminary. Dr. Brady added that anything that impacts the final figure will be discussed for adjustments. In the past, bylaws prevented changes that would reduce the budget. Dr. Brady added that the proposed calendar is a guide for how the process unfolds.

MINUTES

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

Dr. Brady said that the District was under budget with special education and transportation. The administration is attempting to get a better idea of the expected costs. In the area of professional technical services, most of the savings is the result of changing law firms. The new firm is costing the District less money and providing good service. Any savings can be applied to the roof restoration project.

Mr. Horwitz questioned why a roof with a 10-year life is being considered when a longer lasting solution would seem to make more sense. Dr. Brady said that the money being set aside is for a roof. The Facilities Committee will take a closer look at the project. Restoration can be completed for \$1.2 million, half the cost of a more extensive project.

Mr. Giglietti said that he had understood that the roof is in pretty good shape and restoration would be sufficient at this time.

Dr. Brady said that the state will reimburse districts for roofs with a 20-year life. The administration will see whether there would be any reimbursement for a roof with a 10-year life.

Mr. Nuzzo asked Dr. Brady for an update on the generator at the High School, since Hurricane Irene caused the opening of schools to be delayed this year. Dr. Brady said that the current generator is just an emergency generator and would not be sufficient to run the school. With a better quality generator, school could have possibly been held as planned. Mr. Giglietti said there would have been problems with opening the school on time this year, regardless, due to the widespread power outages throughout the District and the need for other schools to be closed.

7. Discussion of Monthly Financial Statements

Mr. Levine said that the District will be paying less than expected for Educational Center for the Arts (ECA). There are 25 students participating in ECA, rather than the 27 expected. Salary and benefits have not been forecasted at this point.

Dr. Brady said that by putting money in the Reserve Fund for Capital and Nonrecurring Expenditures Fund for the roof, no checks will be going to the towns at the end of the year.

The Superintendent added that the administration is exploring the possibility of using natural gas instead of fuel oil at the High School.

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

Mr. Giglietti noted that this information was included in the packet. There was no further discussion.

It was noted that the next meeting will take place on October 17, 2011, the third Monday in October, since the meeting would otherwise fall on the Columbus Day holiday.

MINUTES

9. Adjourn

Motion to adjourn the meeting at 5:57 p.m. (Mr. Giglietti, 2d Ms. Brunwin).

Approval unanimous.

Motion passed; meeting adjourned.

Respectfully submitted,

Marianne Lippard, recording clerk

MINUTES

COMMITTEE MEMBERS PRESENT:

Patricia Cardozo (5:45 p.m.), Steven DeMaio, Philip Grande

Also Present: John Brady, Charles Britton, Sue Cohen, Rita Gedansky, Jim Leahy, Marianne Lippard, Angela McNabola, Greg Sim, other members of the Public

A meeting of the Facilities Committee was held at 5:30 p.m. on Wednesday, September 21, 2011 in the Presentation Room of District Offices.

1. **Call to Order:** Philip Grande called the meeting to order at 5:42 p.m. and the Pledge of Allegiance was recited by those present.

Philip Grande said that the purpose of the meeting was to discuss and act on the renaming of the football complex. The naming of the football field and press box also would be considered. The public was invited to voice their opinions. Mr. Grande said that it was the intention of the Committee to recommend that the Board rename the football complex in honor of former Superintendent William Sim. The Committee also would recommend that the football field be named in honor of former Coach William Johnson and the press box at the football stadium be named in honor of Public Address Announcer Stanley Gedansky. Mr. Grande said that based on discussions the recommendation seems acceptable to all parties. The actions are based on research.

Public Comment:

Rick Bourdeau of Woodbridge said that Amity has been a big part of his life and he played for Coach Johnson. He feels it is a good idea to honor all three men by naming the athletic complex after Dr. Sim, the football field after Mr. Johnson, and the press box after Mr. Gedansky. Mr. Bourdeau said that Coach Johnson, in particular, made a lasting impact on him as a caring coach.

Greg Sim of Orange said that he is the youngest son of Dr. Sim and appeared before the Facilities Committee twice. The field has been known as Sim Field for 37 years. Mr. Sim said that he had good conversations with Dr. Brady. The naming and renaming had taken on a negative tone, which hasn't been good for anyone. The renaming provision should be changed, but he understands the clause is there for protection in case of unusual circumstances. If someone is honored it should be permanent. If the change of names occurs, the family would like the facility to be called the William E. Sim Athletic Facility.

Mr. Grande asked Mr. Sim for clarification. The terms complex and facility have been used. Mr. Sim said facility was the preferred choice.

Brian Wright of Woodbridge said that he supported the naming of the athletic facility, the football field and the press box. He said that he played for Coach Johnson from 1978 to 1980 and had fond memories. The people who helped build the program should be recognized.

Jim Leahy of Orange said that he had an opportunity to talk to the people involved and was happy with the direction the Committee is taking. It is nice to recognize people with good values and it should happen more often.

Philip Grande called for a motion to move Item 4 on the agenda to Item 2.

Motion to move Item 4 on the agenda to Item 2 (Mr. DeMaio, 2d Ms. Cardozo).

Discussion: Mr. DeMaio said that it was an emotional year for all involved. He initially did not know who Dr. Sim was, but he knows Mr. Gedansky and Mr. Johnson well. He said that those involved should be happy with the outcome. People who have had a positive impact at Amity should be honored with plaques and other ideas. Patricia Cardozo said that she also would like to see more people recognized in the future.

Vote in favor unanimous.

Motion passed.

2. Discussion and Possible Action to Recommend to the Board the Renaming of the Football Complex in Honor of Former Superintendent Dr. William Sim to be the Dr. William E. Sim Athletic Facility

Motion to rename the football complex in honor of former Superintendent Dr. William Sim to be the Dr. William E. Sim Athletic Facility (Ms. Cardozo, 2d Mr. DeMaio).

Vote in favor unanimous.

Motion passed.

Discussion: Mr. Grande said that a constituent recommended that students learn who the people are who've made significant contributions to the history of Amity. Dr. Brady said that the Curriculum Committee could discuss the topic. Ms. Cardozo said the information could be conveyed at the middle schools as well.

3. Discussion and Possible Action to Recommend to the Board the Naming of the Football Field in Honor of Former Coach Mr. William Johnson

Motion to recommend the Board name the football field in honor of former Coach Mr. William Johnson (Ms. Cardozo, 2d Mr. DeMaio).

Vote in favor unanimous.

Motion passed.

4. Discussion and Possible Action to Recommend to the Board the Naming of the Press Box at the Football Stadium in Honor of Public Address Announcer Mr. Stanley Gedansky

Motion to recommend to the Board the naming of the press box at the football stadium in honor of Public Address Announcer Mr. Stanley Gedansky (Mr. DeMaio, 2d Ms. Cardozo).

Vote in favor unanimous.

Motion passed.

5. Adjourn

Motion to adjourn at 6:05 p.m. (Mr. DeMaio, 2d Ms. Cardozo).

Vote in favor unanimous.

Motion passed, meeting adjourned.

Respectfully submitted,

Marianne Lippard, recording clerk