

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

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

**PLEASE POST**

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**AMITY REGIONAL BOARD OF EDUCATION**

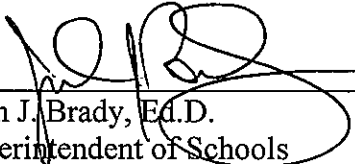
*November 14, 2011*

A regular meeting of the Amity Regional Board of Education will be held on Monday, November 14, 2011, at 6:30 p.m., in the Presentation Room at the District Offices.

**Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Recognition of CAPSS Award Recipients
4. Recognition of Board Members Leaving the Amity Board
5. Approval of Minutes
  - a. Regular BOE Meeting, October 17, 2011 (Enclosure)
  - b. Special BOE Meeting, November 3, 2011 (Enclosure)
6. Discussion and Possible Action on 2012 Board of Education Meeting Calendar (Enclosure)
7. Information on 2011 Facilities Report (Will be handed out at meeting)
  - a. Information on Possible Project at Bethany
8. Discussion and Possible Action to Authorize the Administration to pursue Solar Project at Bethany and Enter into an Agreement with Ross Solar Group if Conditions Favorable to Amity are Negotiated
9. Principal's Reports
10. Student Report
11. Public Comment
12. Announcements from the Board and Administration
13. Report on November 8<sup>th</sup> Professional Development Day – Sheila Wycinowski
14. Correspondence

15. Superintendent's Report
  - a. Personnel Report (Enclosure)
  - b. Special Education Burden of Proof
16. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. CAFE
    3. Curriculum
    4. Facilities
    5. Finance
      - a. Discussion and Possible Action on One-Year Extension of Contract with CCR Audit Firm
      - b. Discussion and Possible Action on Contract over \$35,000
      - c. Discussion of Monthly Financial Statements
      - d. Director of Finance and Administration Approved Transfers Under \$3,000
      - e. Discussion and Possible Action on Budget Transfers
      - f. Status Report on Financial Audit
  6. Policy
    - a. Second Reading – Anti-Bullying Policy
  7. Personnel
17. Items for the Next Agenda
18. Adjournment

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

JJB/kfw

pc: Town Clerks: Bethany  
Orange  
Woodbridge

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

MINUTES

**AMITY BOARD MEMBERS PRESENT:** Julie Altman, William Blake, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Rita Gedansky, Philip Grande, James Horwitz, Thomas Hurley, Angela McNabola, James Stirling

**AMITY BOARD MEMBERS ABSENT:** Joseph Abbatiello

**Staff Members Present:** John Brady, Charles Britton, Kathleen Fuller-Cutler, Richard Dellinger, Deb DeMeo, Jack Levine, Marianne Lippard, Mary Raiola, Sheila Wycinowski

Also Present: Thomas Falcigno, other members of the Public

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

1. **Call to Order:** William Blake called the meeting to order at 6:35 p.m.

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

3. **Approval of Minutes**

a. Regular Board of Education Meeting, September 12, 2011

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

*Discussion:* none

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

*Vote opposed:* none

*Abstain:* James Stirling

*Motion to add to the agenda a discussion of the Superintendent's contract after Public Comment* (Mr. Hurley, 2d Ms. Gedansky).

*Vote in favor unanimous.*

***Motion passed.***

*Motion to move Recommendation for Naming of Athletic Facility to follow the Student Report* (Mr. Grande, 2d Ms. Cohen).

*Vote in favor unanimous.*

***Motion passed.***

4. **Acceptance of Gift**

Dr. Brady said that the class of 1961 has offered a gift. At a recent class reunion, the class of 1961 attained a fund balance of \$3,422. The reunion committee would like to donate the funds to

the Howard and Marjorie Brooks Scholarship Fund. Mr. Brooks served as Amity superintendent in the 1960s. Vincent DiMauro of the class of 1961 told the Board that the donation had been increased to \$3,500, so that a round figure could be offered. The scholarship will be in the Brooks family name. Mr. Blake expressed appreciation on behalf of the Board.

*Motion to accept with gratitude the gift of \$3,500 for the Howard and Marjorie Brooks Scholarship Fund (Mr. Hurley, 2d Ms. Cardozo).*

*Vote in favor unanimous.*

*Motion passed.*

**5. Recognition of Career and Technical Education Teachers and Students**

Dr. Brady said that he tries to balance recognition of students, noting that he often says that there is something for everyone at Amity. Recently, students in the District earned recognition for accomplishments in Career and Technical Education. Amity earned #1 ranking for the 2011 Career and Technical Education Assessment for Computer Information Systems and Nutrition, Food Production and Services. Dr. Brady praised the teachers for their work. Certificates were distributed to students.

For Computer Information, the Board recognized students Daniel Centore, Jason Chernecky, Paige Forcier, Joseph Stein, Michael Wenke, Liam Williams, and Michael Zuo.

In Nutrition, Food Production and Services, the Board recognized students Megan Aconfora, Elizabeth Burgess, Anthony DiMatteo, Stephanie Foster, Jonathan Friedman, Gilbert Guo, Jenny Heyman, Katherine Holden, Rachel Holden, Rachel Itzler, Cameron Luth, Rashmi Pashankar, Ivan Peng, Jonah Schwartz, Nicholas Tudino, Nina Waskiewicz, and Janey Yang.

**6. Recognition of National Merit Scholar Program Semi-Finalists and Commended Students**

Students were recognized for their achievements in the National Merit Scholarship Program. The Board recognized semi-finalists Allison Giebisch, Sarah Giovannello, Adam Kelley, Anupriya Nagarathnam, Clark Shurtleff, Erica Wivagg, Zi Zi Yu, and Ming Zhao. Commended students recognized included Wei Wei Bi, Avery Chen, Scott DellaTorre, Rahul Dey, Martin Forstrom, Giovanni Iaboni, Eric Jiang, Michelle Johnson, Elaine Lettick, Sharon Lin, Robert Schwartz, Katie Shelnitz, Rachel Simon, Joseph Stein, Zelun Wang, Michael Wenke, and Ammar Zafar.

**7. Information on 2011 Facilities Report**

Mr. Saisa was not present to discuss the report. The 2011 Facilities Report will be discussed at the next meeting of the full Board.

**8. Principals' Reports**

Orange campus: Kathleen Fuller-Cutler said that there has been a great deal of activity going on at the school during the last month. A very productive PTO meeting was held and there was a fabulous school breakfast. The school year got started with a character education program with

many engaging activities. The students learned about what it means to be a good citizen. Ms. Gibbons spoke to students about new bullying legislation. Students put a great deal of effort into the Student Council elections. Many students created posters and campaign speeches were recorded. There is excitement for the new Student Council. School fundraising is taking place and the school's first fire drill went well. Recently, Stephanie Bodeen, author of *The Compound* spoke to students about editing and revising their work. Naviance has been implemented and there will eventually be a sixth grade component. Over 1,000 books were collected and donated to Baltimore inner city students. The school will begin distributing iPads to some students as part of the pilot program. Board members are invited to come see the students using the technology in class.

Bethany campus: Richard Dellinger said that the students at the Middle School in Bethany did a great job reading over the summer, with 99 percent of students reading over 1,000 pages during the vacation. There is an incredible reading culture. The information was forwarded to the State. There are 100 student athletes taking part in soccer, cross country and volleyball. Fall sports are going well. The Bethany campus also took part in character education, with much of the focus on bullying. Students are encouraged to sit with different students. Students have expressed interest in decorating lockers for Halloween. Stephanie Bodeen did a great job inspiring students. Seventh graders went on a field trip to the Connecticut Science Center. The school crisis team met about lockdown. Ipads will be distributed soon. A presentation about green architecture is also planned. Eighth graders are getting ready to do the mile run.

High School: Charles Britton said that mid-marks were recorded and were made available electronically. Only those parents requesting paper copies received them. Families are encouraged to use the iParent system. A total of 241 students in the Junior Class will be recognized as CAPT scholars. Those juniors also took the PSAT, also the National Merit Scholar qualifying test, and all were able to take it in school. Reports are expected in mid-December. The Music Department entered an idea to the Pepsi Idea Challenge and won some money. Dr. Britton congratulated the Music Department for their work on that project. He also recognized Mr. Mengold, Ms. Davis and others for their work with unified sports, which pairs kids together. He added that Mr. Mengold did a fantastic job organizing the event. Financial Aid Night will take place on Thursday, October 20<sup>th</sup>. The event is open to the community and will be helpful for making sense of financial aid forms. Security cameras installed at the High School are a good addition, but have had one negative side effect: bringing smokers inside the bathrooms. In an attempt to improve the situation, some of the bathrooms were locked. Students would rather have the bathrooms available to them, even if they have to deal with the second-hand smoke, as it takes them out of class longer if they have to walk a distance. Smoke detectors will be installed in the bathrooms. Detectors resistant to tampering are being examined.

*Discussion:* Julie Altman said that 105 sophomores are taking the PSATs. She said this is a concern because they are likely missing some of the coursework that they will be tested on.

Dr. Britton said that as long as students have taken geometry, he encourages them to take the test. The junior year results are what will count.

## 9. Student Report

Thomas Falcigno said that a tailgate on October 28<sup>th</sup> is open to all freshmen. The Amity National Honor Society is co-sponsoring a blood drive. A peer tutoring program is starting. The Amity Music Department is working on the show Music in Motion. The Theater Department will be producing *Almost, Maine*. Bracelets to benefit breast cancer research will soon be sold. Thomas outlined a plan to help students by reducing the burden of parking fees. His plan would charge students \$25 per school quarter, rather than \$100 for the year. He said that he conducted some research and found that Amity has one of the highest parking fees in the area. Other schools that he contacted charged \$25 or less.

*Discussion:* Ms. Altman said that Thomas seems to have some good ideas and suggested he take up the bathroom problem. Thomas said that he has been discussing ways to fix the problem.

## 10. Recommendation for Naming of Athletic Facility

Mr. Grande asked the Board to consider a memo dated September 22, 2011 concerning the Facilities Committee's recommendation for naming of the athletic facility. On September 21, 2011, the Committee met to discuss recommendations regarding the naming of the football athletic facility. The recommendations came forward in order to honor former teacher and coach William Johnson and public address announcer Stanley Gedansky. The recommendations were to name the facility the William E. Sim Athletic Facility, name the football field the William Johnson Football Field, and name the press box the Stanley Gedansky Press Box.

*Motion to rename the football athletic facility the Dr. William E. Sim Athletic Facility, name the football field the William "Bill" Johnson football field, name the press box the Stanley Gedansky Press Box and direct that the graduation invitation states that the ceremony will take place at the "William E. Sim Athletic Facility."* (Ms. Cardozo, 2d Ms. Cohen).

*Discussion:* Dr. Brady said that Dr. Sim's son, Greg Sim, was comfortable with the recommendation.

*Vote in favor:* Julie Altman, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Philip Grande, James Horwitz, Thomas Hurley, Angela McNabola, James Stirling

*Vote opposed:* none

*Abstain:* Rita Gedansky

Mr. Grande said that the Committee agreed that it would be good for students to learn more about the history of the school and who these facilities were named after. He thanked members of the public for their input. Dr. Brady said that the Link Crew can be involved so that new students could learn more about the people who have helped shape the High School.

Mr. Mengold said that three bronze plaques will be put near the Field House. The families of each of the men will be invited to the Thanksgiving football game. Dr. Brady said that perhaps members of the Board could attend on that day. There is usually good attendance for that game.

**11. Public Comment**

(7:38 p.m.) No members of the public spoke.

The Board entered Executive Session at 7:39 p.m. to discuss the Superintendent's Contract and returned to regular session at 7:45 p.m.

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

Dr. Brady announced that on June 30, 2012 he will retire from public education. At that time, he will have been superintendent at Amity for eight years. He described Amity as one of the finest school districts. He said that he would like to thank everyone. It has been an excellent experience.

Dr. Brady said that he and Mr. Levine will be interviewed for a CNN segment on healthy air quality. Also, Dr. Brady noted that the District has an unusually large number of twins and triplets and it appears that Amity has exceeded the official record in the *Guinness Book of World Records*. The students are in the process of providing the documentation for this record.

**13. Correspondence**

The Superintendent said that he received a letter requesting naming something at Amity in honor of Eric Soufrine, an Amity graduate who enlisted in the Army last year and died in the line of duty. A scholarship was recommended in honor of Eric.

**14. Superintendent's Report**

a. Personnel Report

There were no new hires, resignations or retirements recorded.

b. Budget Calendar

Dr. Brady noted one change in the Budget Calendar. The January 30<sup>th</sup> date was changed to January 25<sup>th</sup>.

c. AYP

Regarding Adequate Yearly Progress (AYP), Connecticut will be applying for a waiver of the requirements. At the middle schools, special education didn't make AYP in some areas. He hopes the waiver will help.

d. Makeup Days

Dr. Brady said efforts are made to schedule makeup days to have the least impact on families. A minimum day of school is proposed for Friday, March 30<sup>th</sup>, which is a planned professional development day. Professional development would occur once students are dismissed. At this point, Dr. Brady said that it would be worthwhile to wait and see how the weather turns out and hope for a mild winter. Parents have asked that February vacation be used for

makeup days, rather than April vacation. Unfortunately, since it is still winter, February is not the preferred choice, as there is heightened potential for school cancellation at that time. Also, a break in the cycle of the cold and flu season is welcome because student absenteeism is at its height in February.

**e. Sikorsky STEM Challenge**

Amity Regional High School has been selected by Sikorsky to participate in the 2011-2012 Sikorsky STEM Challenge. The competition provides students with the opportunity to apply the lessons of the classroom to the technical problems faced in a real engineering workplace. Dr. Brady noted that Amity was one of five schools invited to participate.

**f. October Enrollment Report**

Dr. Brady pointed out that the report shows how the town's commitments are based. Orange has 49.7 percent of the enrollment. A more detailed analysis will be provided at the November meeting. The next two years appear to be stable. Looking ahead to the future, there will be 500 fewer students in the District.

**g. Update of Emergency Alert Systems**

A number of products have been considered. Dr. Brady looking into emergency alert systems that Amity could use to notify parents/guardians in the event of emergencies when the high school is without power. Amity could purchase an alert system for about \$3,000 per year with unlimited messaging. The system would provide messaging to phone, fax and e-mail. 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. The Superintendent recommended bypassing the commercial products, since the listserver is reliable with the exception of the loss of power. He added that the community should also be encouraged to enlist in the free systems offered by the media outlets.

**15. Chairman's Report**

**a. Committee Reports**

1. ACES – There was no report.
2. CABE – There is a convention coming up next month on Friday, November 18<sup>th</sup>. Some Board members are going. Mr. Levine will discuss budgets.
3. Curriculum – Ms. Altman said that the Committee will meet soon.
4. Facilities – Committee work was discussed above in item #10.
5. Finance

**a. Presentation of Revised Report on Reserve for Capital and Nonrecurring Expenditures**

Mr. Levine noted that the report was contained in the packet distributed to the Board. There is \$357,793.63 set aside for roof restoration.

- 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



*Motion to make the following budget transfer of \$3,793 from the Tuition account to the Contingency Account and motion to transfer \$20,735 to pay for a Speech and Language Pathologist substitute for a teacher on a leave of absence (Mr. Stirling, 2d Ms. McNabola).*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
04-12-6117-5560	Tuition	\$3,793	
05-15-0000-5850	Contingency Account		\$3,793

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-1026-5111	Certified Salaries	\$20,735	
04-12-2150-5330	Other Professional & Tech. Services		\$20,735

*Vote in favor unanimous.*

*Motion passed.*

Mr. Levine said that approval was needed to restore \$3,793 to the Contingency Account. ECA does not have 27 students. There are 26 students attending ECA.

*Discussion:* Mr. Grande asked Dr. Brady if 26 students is the new benchmark. Dr. Brady said that he plans to look at the student attendance in ECA for three years and come up with an average.

e. Update on Financial Operations

Mr. Levine noted that the audit showed one fundraiser where the money wasn't deposited in a timely manner. The Finance Office had already contacted the Principal and Advisor regarding the late deposit at the time the deposit was received. Everything else looked good.

6. Policy

a. First Reading – Anti-Bullying Policy

Mr. Hurley said that the State dictates that a safe school climate coordinator is needed in order to comply with bullying legislation. The new rules are aimed to make bystanders speak up. Safe school climate committees are required.

Mr. Blake said the new policy covers off premises bullying. Dr. Brady said it is specific to cyber bullying.

Mr. Horwitz asked if the proposed policy was a model plan or something devised by the administration. Dr. Brady said that the law got started in Massachusetts, where

there had been suicides related to bullying. The policy was written to comply with the new legislation.

Ms. Altman said that the Policy Committee looked at the Anti-Bullying Policy.

Mr. Hurley noted that unrelated to the bullying policy, James Leahy from the Orange Finance Committee has asked for 50 percent representation on the Amity Finance Committee. He said it is up to the Board to decide whether to change the policy.

Mr. Blake said that Board members could let him or Dr. Brady know if they are interested in Mr. Leahy's request.

b. Discussion and Possible Action to Elect Vice Treasurer

Dr. Brady said that a Vice Treasurer is needed, as the Treasurer isn't running for re-election, so the Vice Treasurer would soon serve the role of Treasurer. Mr. Hurley was suggested. Mr. Hurley said that he would consider it, but it could pose a problem for his employer. The topic will be put on the next agenda.

7. Personnel

a. Discussion and Possible Action on Paraprofessionals' Contract

*Motion to approve the paraprofessional contract with a term of one year with a wage increase retroactive to July 1, 2011 (Ms. Cardozo, 2d Ms. Cohen).*

*Vote in favor unanimous.*

*Motion passed.*

16. Items for the Next Agenda

Election of Vice Treasurer

17. Adjournment

*Motion to adjourn at 8:28 p.m. (Mr. Hurley, 2d Mr. DeMaio).*

*Vote in favor unanimous.*

*Motion passed. Meeting adjourned.*

Respectfully submitted,

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Rita Gedansky, secretary  
Marianne Lippard, recording clerk

Attachments/References:

Minutes: Regular Board Meeting, 9/12/11  
Board of Education Finance Committee, 9/12/11  
Board of Education Facilities Committee, 9/21/11

Memos: John Brady to Members of the Board of Education (9/21/11) re...Make-Up School Days  
John Brady to Members of the Board of Education (9/19/11) re...Parent/Guardian Alert Systems  
John Brady to Members of the Board of Education (9/22/11) re...Paraprofessionals Contract  
John Brady to Board of Education and Finance Committee (10/11/11) re...October 1 Enrollment Report  
John Brady to Members of the Board of Education (9/26/11) re...Acceptance of Gift  
John Brady to Members of the Board of Education (10/17/11) re...Personnel Report  
John Brady to Members of the Board of Education (9/22/11) re...Facilities' Committee Recommendation for Naming of Athletic Facility

Letters: John Brady to Cynthia Toscano (10/3/11) re...Scholarships  
Kip Lockhart to John Brady (9/20/11) re...Local 1303-221 of Council 4 AFSCME  
Christine Gernelli to Amity Regional High School re...Sikorsky STEM Challenge

Reports: Amity Regional School District No. 5 Revenue and Expenditures by Category Financial Analysis for the Fiscal Year 2011-2012  
Amity Regional School District No. 5 Budget Transfers 2011-2012  
Amity Regional School District No. 5 Revenues and Expenditures for Fiscal Year 2011-2012  
Amity Regional School District No. 5 Audit Status Report June 30, 2011

Misc.: 2012-2013 Budget Calendar  
Policy on Bullying

**MINUTES**

**AMITY BOARD MEMBERS PRESENT:** Julie Altman, William Blake, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Philip Grande, Thomas Hurley, James Stirling

**AMITY BOARD MEMBERS ABSENT:** Joseph Abbatiello, Rita Gedansky, James Horwitz, Angela McNabola

**Staff Members Present:** John Brady, Richard Dellinger, Deb DeMeo, Marianne Lippard

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A special meeting of the Amity Regional Board of Education was held on Thursday, November 3, 2011, at 5:30 p.m., in the Superintendent's Conference Room at District Offices.

1. **Call to Order:** William Blake called the meeting to order at 5:30 p.m.
2. **Discussion and Possible Action to Revise the 2011-2012 Calendar to Hold School on November 8 and November 11 at Amity Middle School Bethany**

Mr. Blake said that Amity Middle School in Bethany had to cancel school due to power outages following the severe weather on October 29, 2011. School was closed for one day this week at Amity Regional High School and Amity Middle School in Orange. The Board must address the problem of bringing Bethany into alignment with the other two schools. The school has been closed an additional three days at this point. Mr. Blake said that he has heard support for using November 8<sup>th</sup> and November 11<sup>th</sup> as school days.

Ms. Cohen said that she would prefer not to have school if it would be staffed with substitutes.

Mr. DeMaio questioned what the ramifications would be if the Board chose not to use the days being recommended and whether Bethany could finish the school year with two fewer days.

Dr. Brady said that this plan should minimize problems. April vacation might need to be used if this plan won't work. Currently, the other schools are five days behind schedule, while Bethany is eight days behind.

Mr. Hurley noted that there is no election in Bethany on Tuesday, November 8th, which minimizes problems with that day.

Mr. Stirling said that Bethany would like the full number of instruction days. If the days are added on at the end of the school year, they are less apt to include meaningful instruction.

Dr. Brady said that he has heard from a lot of Bethany parents who were happy with the proposal to hold school on Election Day and Veterans' Day. Parents have told him that they

prefer not to have school during the last week of June. The bus company has agreed to no additional cost.

Dr. Dellinger said that the PTO president is supportive of the idea. Teachers definitely feel that Election Day would be a good day to have school. Extra days added on at the end of the school year would not be preferable. There is an event planned honoring veterans the day before the holiday.

*Motion to add November 8, 2011 as a school day* (Ms. Cohen, 2d Ms. Crocco).  
*Vote in favor unanimous. Motion passed.*

*Motion to add November 11, 2011 as a school day* (Mr. Stirling, 2d Mr. Grande).

*Discussion:*

Mr. Hurley said that he is a veteran and has talked to other veterans who are upset because already a lot of people are not honoring veterans. If students are at school, they can't attend events honoring veterans. In Orange, students help with Veterans' Day events. He questioned whether the absence of students will cause problems with these events in Bethany.

Mr. Stirling said that there is a ceremony at the Town Hall in Bethany, but he doesn't expect it to be negatively impacted by the decision to have school that day.

Dr. Brady said that the decision to have school on November 11<sup>th</sup> is only due to extraordinary circumstances.

Ms. Cardozo said that she was looking through a calendar of events and didn't see anything about the middle schools. She said that she is the daughter of a World War II bomber and has great respect for veterans, but realizes the circumstances with loss of instruction must be addressed.

Mr. Hurley said that one veteran asked him why the District couldn't choose another holiday, such as Martin Luther King Day.

Dr. Brady said that Martin Luther King Day is a federal holiday and can't be used. He noted that while not much notice is being given, he does not expect a large number of staff absences. The last time a day had to be added to the school calendar, the staff only had six days' notice and there were few absences.

Mr. Blake said that a decision to hold school on Veterans' Day should not be seen as a show of disrespect for veterans, but a means of dealing with emergency circumstances.

*Vote in favor:* Julie Altman, William Blake, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Philip Grande, James Stirling  
*Vote opposed:* Thomas Hurley  
*Abstain:* none. *Motion passed.*

Mr. Blake said that by making this decision, the Board means no disrespect to veterans and encourages respect for veterans and all they have done for our country.

**3. Adjournment**

*Motion to adjourn at 5:48 p.m. (Mr. Grande, 2d Mr. Hurley).*

*Vote in favor unanimous; meeting adjourned.*

**Respectfully submitted,**

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**Marianne Lippard, recording clerk**

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

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



*Dr. John Brady*  
*Superintendent of Schools*

*john.brady@reg5.k12.ct.us*  
*phone: (203) 397-4811*  
*fax: (203) 397-4864*

## **REGULAR BOARD OF EDUCATION MEETINGS** **2012**

Regular meetings of the Amity Regional School District #5 Board of Education are held the second Monday of every month, unless otherwise noted. All meetings will be held in the designated room at Amity High School, located at 25 Newton Road, Woodbridge, CT 06525. Meetings will begin at 6:30 p.m.

Monday	-	January	9, 2012
Monday	-	February	13, 2012
Monday	-	March	12, 2012
Monday	-	April	9, 2012
Monday	-	May	14, 2012
Monday	-	June	11, 2012
Monday	-	August	13, 2012
Monday	-	September	10, 2012
Monday	-	October	15, 2012 (exception)
Monday	-	November	19, 2012 (exception)
Monday	-	December	10, 2012
Monday	-	January	14, 2013

Respectfully submitted,

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

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



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

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**November 14, 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 -**  
Mia Malafronte – Freshmen Girls' Basketball – Amity Regional High School

**Amity Reg. Middle Schools – Bethany / Orange - None**

**Resignation(s):**

Gayle Vescovi – Paraprofessional – Amity Middle School – Bethany Campus  
David Ross – Freshmen Boys' Lacrosse – Amity Regional High School

**Retirement(s): None**

JJB/pfc



**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



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

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

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

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

Re: Proposed One-Year Extension of Contract with CCR Audit Firm

Date: November 7, 2011

The audit firm of CCR has performed the audit for the past three years. The bid specifications provided for two optional years at the Board's sole discretion. The price for the current audit is \$34,500. Rob Howard, Partner of CCR, has proposed the same price if the Board chooses to extend the contract.

If the Amity Finance Committee and Amity Board of Education want to extend the contract, I recommend the following motion:

**Move the Superintendent of Schools be authorized to sign a letter of engagement with CCR of Glastonbury to perform the audit for the year ending June 30, 2012, at the quoted price of \$34,500.**

**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 SEP '11 FORECAST	COLUMN 4 CHANGE INCR./ (DECR.)	COLUMN 5 OCT '11 FORECAST	COLUMN 6 VARIANCE OVER/ (UNDER)	COL 7
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	207,344	3,720	211,064	14,667	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	1,652	1,009,525	27,377	FAV
5	BUILDING RENOVATION GRANTS	488,111	478,124	478,124	0	478,124	0	FAV
6	<b>TOTAL REVENUES</b>	<b>43,221,797</b>	<b>43,408,621</b>	<b>43,445,293</b>	<b>5,372</b>	<b>43,450,665</b>	<b>42,044</b>	<b>FAV</b>
7	SALARIES	21,952,932	22,831,870	22,797,677	5,555	22,803,232	(28,638)	FAV
8	BENEFITS	5,039,066	5,371,399	5,407,548	(3,447)	5,404,101	32,702	UNF
9	PURCHASED SERVICES	5,444,161	6,050,445	5,826,402	(75,563)	5,750,839	(299,606)	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	3,126,512	0	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	<b>TOTAL EXPENDITURES</b>	<b>42,520,703</b>	<b>43,408,621</b>	<b>43,167,501</b>	<b>(73,455)</b>	<b>43,094,046</b>	<b>(314,575)</b>	<b>FAV</b>
18	<b>SUBTOTAL</b>	<b>701,094</b>	<b>0</b>	<b>277,792</b>	<b>78,827</b>	<b>356,619</b>	<b>356,619</b>	<b>FAV</b>
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	<b>NET BALANCE / (DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>277,792</b>	<b>78,827</b>	<b>356,619</b>	<b>356,619</b>	<b>FAV</b>

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

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

LINE	CATEGORY	COLUMN 1 2010-2011 PREL. ACTUAL	COLUMN 2 2011-2012 BUDGET	COLUMN 3 SEP '11 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 OCT '11 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 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	WOODBIDGE 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	3,307	0	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	2,500	0	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	3,720	75,670	3,720	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	252,290	196,397	207,344	3,720	211,064	14,667	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	1,652	43,525	27,377	FAV
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	1,182,495	982,148	1,007,873	1,652	1,009,525	27,377	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	43,445,293	5,372	43,450,665	42,044	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 SEP '11 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 OCT '11 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	5111-CERTIFIED SALARIES	18,621,650	19,352,371	19,305,877	2,527	19,308,404	(43,967)	FAV
2	5112-CLASSIFIED SALARIES	3,331,282	3,479,499	3,491,800	3,028	3,494,828	15,329	UNF
3	<b>SALARIES</b>	<b>21,952,932</b>	<b>22,831,870</b>	<b>22,797,677</b>	<b>5,555</b>	<b>22,803,232</b>	<b>(28,638)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	283,691	280,907	294,626	72	294,698	13,791	UNF
5	5210-FICA - ER	214,362	223,673	222,625	54	222,679	(994)	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	256,986	(1,149)	255,837	26,387	UNF
8	5251-MEDICAL INSURANCE	2,881,555	3,199,158	3,198,308	(1,825)	3,196,483	(2,675)	FAV
9	5860-OPEB TRUST	373,757	376,753	376,753	0	376,753	0	FAV
10	5260-LIFE INSURANCE	42,150	43,838	46,078	(599)	45,479	1,641	UNF
11	5275-DISABILITY INSURANCE	9,773	10,103	9,555	0	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	<b>BENEFITS</b>	<b>5,039,066</b>	<b>5,371,399</b>	<b>5,407,548</b>	<b>(3,447)</b>	<b>5,404,101</b>	<b>32,702</b>	<b>UNF</b>
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	922,169	20,000	942,169	25,735	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	2,288,133	(99,169)	2,188,964	(102,740)	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	2,171,853	3,606	2,175,459	(205,157)	FAV
26	5590-OTHER PURCHASED SERVICES	61,979	79,032	79,032	0	79,032	0	FAV
27	<b>PURCHASED SERVICES</b>	<b>5,444,161</b>	<b>6,050,445</b>	<b>5,826,402</b>	<b>(75,563)</b>	<b>5,750,839</b>	<b>(299,606)</b>	<b>FAV</b>

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**REVENUES AND EXPENDITURES**  
**FOR FY 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	SEP '11 FORECAST	CHANGE INCR./(DECR.)	OCT '11 FORECAST	VARIANCE OVER/(UNDER)	FAV 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	<b>DEBT SERVICE</b>	<b>5,789,534</b>	<b>5,562,444</b>	<b>5,562,444</b>	<b>0</b>	<b>5,562,444</b>	<b>0</b>	<b>FAV</b>
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	330,392	0	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	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>3,187,994</b>	<b>3,158,195</b>	<b>3,126,512</b>	<b>0</b>	<b>3,126,512</b>	<b>(31,683)</b>	<b>FAV</b>
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	<b>EQUIPMENT</b>	<b>257,996</b>	<b>108,196</b>	<b>120,846</b>	<b>0</b>	<b>120,846</b>	<b>12,650</b>	<b>UNF</b>
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	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>29,249</b>	<b>207,000</b>	<b>207,000</b>	<b>0</b>	<b>207,000</b>	<b>0</b>	<b>FAV</b>
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	<b>DUES AND FEES</b>	<b>90,903</b>	<b>119,072</b>	<b>119,072</b>	<b>0</b>	<b>119,072</b>	<b>0</b>	<b>FAV</b>
53	5856-TRANSFER ACCOUNT	728,868	0	0	0	0	0	FAV
54	<b>ESTIMATED UNSPENT BUDGETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
55	<b>TOTAL EXPENDITURES</b>	<b>42,520,703</b>	<b>43,408,621</b>	<b>43,167,501</b>	<b>(73,455)</b>	<b>43,094,046</b>	<b>(314,575)</b>	<b>FAV</b>

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES & EXPENDITURES BY CATEGORY  
FINANCIAL ANALYSIS  
FOR THE FISCAL YEAR 2011-2012**

**OCTOBER 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.

**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 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 **\$356,619 FAV under budget (previously \$277,792 FAV under budget)**, which appears on page 1, column 6, line 23.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is **\$42,044 FAV over budget (previously \$36,672 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%
September	0.18%
<i>October</i>	<i>0.32%</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 10 on Page 2: TRANSPORTATION INCOME:**

*The forecast is based on the most current information from the State.*

**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. *The forecast is based on actual revenue received to-date.*

## **EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is *\$314,575 FAV under budget (previously \$241,120 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. *Long-term coverage expense was increased by \$2,527 UNF over the previous forecast.*

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

The forecast is based on current staffing. *Estimated overtime was increased by \$3,028 UNF from the prior forecast.*

### **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**. The forecast includes **\$20,735 UNF** to pay for a Speech and Language Pathologist substitute to cover for a teacher on a leave-of-absence. *Legal expenditures are anticipated to be \$20,000 UNF over budget due to the upcoming negotiations in the spring with the secretaries, paraprofessionals, custodians and nurses unions.*

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

The forecast projects special education transportation to be **\$102,740 FAV under budget** (previously **\$3,571 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 **\$55,846 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
Totals	8	14	16	16	17	13

Public (ACES) and private out-of-district placements are projected at **\$212,929 FAV under budget** (previously **\$216,535 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
Totals	26.25	30	27.5	27	29	28

Note: 0.5 is a part-time student.

The forecast includes 26 students at ACES Educational Center for the Arts. The projected tuition is \$98,618, or **\$63,618 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 32 on page 4: 5420-REPAIRS, MAINTENANCE & CLEANING:**

*A lightning strike occurred on July 31, 2011 at Bethany Middle School. Multiple vendors were needed to repair extensive damage to the Building Management and Life Safety systems. The approximate cost is \$44,500. We have been paying vendors out of the Bethany Middle School repair account. We will seek reimbursement from our insurance company. There is a \$1,000 deductible. We have no idea at this point how much we will be reimbursed by the insurance company.*

*Total expenditures related to Tropical Storm Irene were \$7,182.49. Our insurance agent informed us that only \$1,155 for roof repairs qualifies for insurance coverage. With a \$1,000 deductible, we expect an insurance check for \$155.*

*We are not anticipating overspending the repair accounts at this time. If we do not receive an insurance check for most of the costs related to the lightning strike, we may exceed the repair budget.*

**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 from Tuition to Contingency Account was approved. 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 &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2011	28	03111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 1,700.00	AllState & NE Sound Costs
July 2011	28	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ -1,700.00	AllState & NE Sound Costs
August 2011	13	02111014	5641	TEXTBOOKS	\$ -920.00	Additional Supplies Needed
August 2011	13	02111014	5611	INSTRUCTIONAL SUPPLIES	\$ 920.00	Additional Supplies Needed
August 2011	16	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -78.00	Price increase
August 2011	16	02111007	5611	INSTRUCTIONAL SUPPLIES	\$ 78.00	Price increase
August 2011	25	02111014	5810	DUES & FEES	\$ -94.00	Price Increase
August 2011	25	02111014	5611	INSTRUCTIONAL SUPPLIES	\$ 94.00	Price Increase
August 2011	39	02111001	5611	INSTRUCTIONAL SUPPLIES	\$ -100.00	shipping charges
August 2011	39	02111001	5731	EQUIPMENT - REPLACEMENT	\$ 150.00	shipping charges
August 2011	39	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -50.00	shipping charges
August 2011	57	03111006	5611	INSTRUCTIONAL SUPPLIES	\$ -2,907.00	Inc enrollment-language course
August 2011	57	03111006	5641	TEXTBOOKS	\$ 2,907.00	Inc enrollment-language course
August 2011	161	01132220	5611	INSTRUCTIONAL SUPPLIES	\$ -500.00	Author visit for school
August 2011	161	01132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 500.00	Author visit for school
August 2011	118	05142350	5690	OTHER SUPPLIES	\$ 1,423.00	Apps-Pages, Notes,keynote,etc
August 2011	118	05142320	5810	DUES & FEES	\$ -1,423.00	Apps-Pages, Notes,keynote,etc
August 2011	136	05152512	5220	WORKER'S COMPENSATION	\$ -2,801.00	CAPSS Membership
August 2011	136	05142310	5810	DUES & FEES	\$ 2,801.00	CAPSS Membership
September 2011	65	01132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 116.00	RETURN OF ITEMS SHIPPING CHARG
September 2011	65	01132400	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ 315.00	POSTAGE METER SHORTAGE
September 2011	65	01132400	5590	OTHER PURCHASED SERVICES	\$ -116.00	RETURN OF ITEMS SHIPPING CHARG
September 2011	65	01132400	5590	OTHER PURCHASED SERVICES	\$ -315.00	POSTAGE METER SHORTAGE
September 2011	87	03111013	5641	TEXTBOOKS	\$ 2,200.00	additonal textbooks needed
September 2011	87	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -2,200.00	additonal textbooks needed
September 2011	88	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -750.00	purchase whiteboard
September 2011	88	03132220	5690	OTHER SUPPLIES	\$ 750.00	purchase whiteboard
September 2011	132	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ -51.00	TEXTBOOKS/INCREASED ENROLLMENT
September 2011	132	03111008	5641	TEXTBOOKS	\$ 51.00	TEXTBOOKS/INCREASED ENROLLMENT
September 2011	159	01142600	5620	OIL USED FOR HEATING	\$ 398.00	Generator Fuel - Hurrican
September 2011	159	05152512	5220	WORKER'S COMPENSATION	\$ -398.00	Generator Fuel - Hurrican
September 2011	209	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -120.00	INCREASED COST OF TEXTBOOKS
September 2011	209	03111013	5641	TEXTBOOKS	\$ 120.00	INCREASED COST OF TEXTBOOKS
September 2011	227	01111006	5611	INSTRUCTIONAL SUPPLIES	\$ -140.00	LANGUAGE TEACHER WORKSHOP
September 2011	227	01111006	5810	DUES & FEES	\$ 140.00	LANGUAGE TEACHER WORKSHOP
September 2011	273	01132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 100.00	Author visit
September 2011	273	01132220	5611	INSTRUCTIONAL SUPPLIES	\$ -100.00	Author visit
October 2011	2	01111011	5611	INSTRUCTIONAL SUPPLIES	\$ -155.00	TOA ATTEND CONFERENCE
October 2011	2	01132400	5581	TRAVEL - CONFERENCES	\$ 155.00	TO ATTEND CONFERENCE
October 2011	16	04121200	5581	TRAVEL - CONFERENCES	\$ 469.00	Apple conference
October 2011	16	05132212	5581	TRAVEL - CONFERENCES	\$ 468.00	Apple conference
October 2011	16	05142510	5521	GENERAL LIABILITY INSURANCE	\$ -937.00	Apple conference
October 2011	26	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -210.00	CONFERENCE FEE
October 2011	26	04132190	5581	TRAVEL - CONFERENCES	\$ 210.00	CONFERENCE FEE
October 2011	22	01132400	5581	TRAVEL - CONFERENCES	\$ 150.00	
October 2011	22	01111013	5611	INSTRUCTIONAL SUPPLIES	\$ -150.00	
October 2011	54	02111005	5611	INSTRUCTIONAL SUPPLIES	\$ -1,732.00	PURCHASE IPAD/IPODS
October 2011	56	03132400	5730	EQUIPMENT - NEW	\$ 1,570.00	Cafe Table, ADA Compliant
October 2011	54	05142350	5730	EQUIPMENT - NEW	\$ 1,732.00	PURCHASE IPAD/IPODS
October 2011	56	05152512	5220	WORKER'S COMPENSATION	\$ -1,570.00	Cafe Table, ADA Compliant
October 2011	160	01111010	5730	EQUIPMENT - NEW	\$ 2,805.00	PURCHASE STEP RISERS & HARDWAR
October 2011	160	01111010	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ -2,805.00	PURCHASE STEP RISERS & HARDWAR

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
October 2011	165	01111010	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ -421.00 TO BUY TEXTBOOKS
October 2011	165	01111010	5641	TEXTBOOKS	\$ 421.00 TO BUY TEXTBOOKS
October 2011	167	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 483.50 replace bulbs outside REQ16116
October 2011	167	02142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -483.50 replace bulbs outside
October 2011	196	02142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -550.00 concrete repair at Bethany
October 2011	208	02142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,071.00 lightning damage REQ31438
October 2011	196	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 550.00 concrete repair at Bethany
October 2011	208	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 1,071.00 lightning damage REQ31438
November 2011	38	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 350.00 Fire pump pit flooded REQ31497
November 2011	38	02142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -350.00 Fire pump pit flooded REQ31497

# **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: November 7, 2011

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

**Payment of Repairs from Lightning Strike at Bethany Middle School:**

A lightning strike occurred on July 31, 2011 at Bethany Middle School. Multiple vendors were needed to repair extensive damage to the Building Management and Life Safety systems. The approximate cost is \$44,500. We have been paying vendors out of the Bethany Middle School repair account. Currently, we need a transfer of \$13,000 to pay the remaining invoices. We will seek reimbursement from our insurance company. There is a \$1,000 deductible. When the insurance funds are received, we will credit the expense account and reverse the budget transfer. We have no idea at this point how much we will be reimbursed by the insurance company.

***#1 – Motion to make the following budget transfer of \$13,000 to pay vendors for work related to the damage caused by a lightning strike at Bethany Middle School. The budget transfer will be reversed upon receipt of the insurance funds:***

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
03-14-2600-5420	Repairs, Maintenance & Cleaning	\$13,000	
01-14-2600-5420	Repairs, Maintenance & Cleaning		\$13,000

## Levine, Jack

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**From:** Rob L Howard [RHoward@ccrllp.com]  
**Sent:** Friday, November 04, 2011 8:59 AM  
**To:** Levine, Jack  
**Subject:** Audit Status Report  
**Attachments:** Amity Audit Status Report 11-4-11.xls

Hi Jack,

Attached is the audit status report. In addition, should have received a draft of the financial statements from Kim by now as well.

Feel free to call with any questions.

Have a great weekend!

Rob

Robert L. Howard, Jr., CPA  
Partner  
CCR LLP  
*Certified Public Accountants & Business Advisors*  
124 Hebron Avenue, 2nd Floor  
Glastonbury, CT 06033  
Phone: 860.781.6706 / Fax: 860.781.7665  
E-mail: [rhoward@ccrllp.com](mailto:rhoward@ccrllp.com)  
[www.ccrllp.com](http://www.ccrllp.com)

**From:** "Levine, Jack" <[jack.levine@reg5.k12.ct.us](mailto:jack.levine@reg5.k12.ct.us)>  
**Date:** November 3, 2011 2:41:39 PM EDT  
**To:** Rob Howard <[RHoward@ccrllp.com](mailto:RHoward@ccrllp.com)>  
**Subject:** Audit status

Hi, Rob,

Please send me the updated audit status report. I need it for the AFC agenda package. Thank you.

Jack

Jack B. Levine

Director of Finance and Administration

Amity Regional School District No. 5

25 Newton Road

Woodbridge, CT 06525

Telephone: 203-397-4813

Facimile: 203-397-4864

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

Status Report as of November 4, 2011

	% COMPLETE	STATUS/ISSUES
<b>Planning Procedures</b>	100%	No issues noted.
<b>Documentation and Testing of Internal Control</b>		
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
<b>Major Federal Program Compliance Testing</b>		
IDEA	100%	No issues noted.
	% COMPLETE	STATUS/ISSUES
<b>Major State Program Compliance Testing</b>		
Interdistrict Cooperative Grant	100%	No issues noted.
	% COMPLETE	STATUS/ISSUES
<b>Opinion Unit Substantive Testing</b>		
Government-wide	100%	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.
<b>Financial Reporting</b>	90%	Draft has been provided to Jack and Terry. It is subject to a 2nd CCR review.

**Items Needed for Completion of Audit**

1 Comments/revisions from Jack and Terry in response to the draft that was sent on 11/3.

2 Responses from the District's attorneys

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 and the Director of Finance and Administration have concluded to report the Sick and Severance Fund as part of the General Fund for GAAP presentation only. This change does not impact the General Fund's budgetary financial statements.

3

## **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 and community.

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 bullying 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.

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#### **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.

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###### **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;

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- 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.

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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.

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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:

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

Policy Committee	10/13/11
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Finance Committee	10/17/11
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## MINUTES

### **COMMITTEE MEMBERS PRESENT:**

Julie Altman, Diane Crocco, Steven DeMaio, Rita Gedansky, Thomas Hurley

### **COMMITTEE MEMBERS ABSENT:**

Sue Cohen

**Also Present:** John Brady, Matthew Giglietti, James Leahy, Marianne Lippard, Joe Nuzzo, James Stirling

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A meeting of the Policy Committee was held at 5:15 p.m. on Thursday, October 13, 2011 in the Superintendent's Conference Room at District Offices.

1. **Call to Order:** Mr. Hurley called the meeting to order at 5:21 p.m.

2. **Public Comment**

James Leahy distributed a copy of an e-mail he sent to Superintendent John Brady and Board of Education Chairman William Blake. He explained that he is requesting that Orange have three voting members on the Amity Finance Committee, rather than two. He noted that he has raised this point at previous meetings. Mr. Leahy said that Orange pays 49.7 percent toward the District, so the town should have half the votes on the Finance Committee.

Mr. Hurley said that the Policy Committee would look at this request and decide on the next step.

Mr. Giglietti, a member of the Finance Committee, questioned how the new person would be added. He said that some years back, 18 people from the three towns worked together in a room to decide on the budget. Each town had one vote and the system worked. After a while, there was a comfort level and they were able to take a step back. The Finance Committee is more of an advisory committee. The Board makes the final decision on the budget. The Board itself has seven members from Orange and six others, so Orange already has more representation. He said that Mr. Leahy's suggestion is not in keeping with the spirit of how the Committee was formed.

Ms. Altman asked when there were 18 people overseeing the budget. She also questioned the history of the Finance Committee and its expectations for longevity.

Mr. Giglietti said that 18 people oversaw the budget in 2001. The Finance Committee is unique. A Bylaw change was needed to establish the Finance Committee. He added that the Board could vote to disband it. With the current administration, information is supplied in a timely manner and there doesn't seem to be animosity amongst the towns.

Mr. Hurley said that steps have been taken to ensure that the District is on sound financial footing.

Mr. Stirling, who serves on the Finance Committee, said that the structure of the Finance Committee is unique and he has concerns about adding members when there is already representation. He questioned how the new members would be selected, whether by the town or by election. He doesn't favor a change.

Mr. Leahy said that he is hearing a lot of frustration in Orange.

Dr. Brady said that the budget has passed in Orange for the last six years.

Ms. Gedansky said that she doesn't see the need to add another member.

Mr. Leahy said he found it odd to hear someone suggest disbanding a committee while also claiming that the system works well. He said that he did not wish to take up more time and turn this into a debate. He said that his request seems reasonable. He questioned why the group was being described as an advisory committee when its role is clearly more creative.

Ms. Altman asked Mr. Leahy to explain what the frustrations are that he described.

Mr. Leahy said that the number of children in Orange hasn't gone up, but the numbers in Bethany and Woodbridge have gone down. He asked what the next step would be for considering his request.

Mr. Hurley said that the Policy Committee would need to determine whether to bring the issue up for review. It involves the Bylaws.

### **3. Discussion and Possible Action on New Anti-Bullying Policy**

Dr. Brady said that a change in state law requires changes to the existing Anti-Bullying Policy. He distributed policies concerning bullying and the new Safe School Climate Plan. Dr. Brady recommended the Committee look over the new policy.

Dr. Brady said that the old policy will need to be revamped since there are a lot of new requirements that must be met. The state will come up with a school climate survey.

Mr. Hurley said that the Board has done a great deal of work in this area. He questioned whether a new employee would need to be hired to ensure Amity is in compliance.

Dr. Brady said he already appointed Mary Raiola, director of Pupil Services. He added that it is not expected to be costly to comply with the new requirements. The old bullying policy was distributed. Dr. Brady noted that the new policy is based on the new legislation. Dr. Brady said that the new legislation is consistent with what school administrators have been looking for. It is working on the school climate. At the high school, surveys will be conducted. Survey Monkey can be used. The proposed new policy needs Board approval. Dr. Brady recommended the policy be approved by January 2012. If the Committee agrees, the policy would go to the Board for a first reading on Monday, October 17, 2011.

*Motion to send the new Anti-Bullying Policy to the full Board (Ms. Altman, 2d Mr. DeMaio).*

*Vote in favor unanimous.*

*Motion passed.*

**4. Adjournment**

*Motion to adjourn the meeting at 5:55 p.m. (Ms. Crocco, 2d Ms. Gedansky).*

*Approval unanimous.*

*Motion passed*

Respectfully submitted,

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Marianne Lippard, recording clerk

MINUTES

**COMMITTEE MEMBERS PRESENT:**

Matthew Giglietti, James Horwitz, Joseph Nuzzo, James Stirling

**COMMITTEE MEMBERS ABSENT:**

Joseph Abbatiello, Janet Brunwin

Also Present: John Brady, Jack Levine, Marianne Lippard

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A meeting of the Finance Committee was held in the Presentation Room of District Offices at 5:30 p.m. on Monday, October 17, 2011.

1. **Call to Order:** James Stirling 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**  
Finance Committee Meeting – September 12, 2011  
*Motion to approve the minutes as presented (Mr. Giglietti, 2d Mr. Horwitz).*  
*Vote in favor unanimous. Motion passed.*
4. **Public Comment (5:40 p.m.)**  
There were no comments.
5. **Information on October 1, 2011 Enrollment Report**  
Dr. Brady said that the report shows a continuing trend. The number of students coming from Bethany and Woodbridge is decreasing, while Orange is remaining the same. The financial burden is shifting toward Orange. The town of Orange is now paying 49.7 percent. Dr. Brady said that he will share more detailed information at a future meeting. He added that if one were to look at the future based on the current figures, for the 2018/2019 academic year, there would be 500 fewer students attending Amity schools.

Mr. Giglietti said that a lot of students from Woodbridge attend private schools. Fewer students are coming in.

Dr. Brady said that the report just represents a slice in time. He did hear a report that there were 300,000 fewer births last year, and the trend is expected to continue.

Mr. Stirling noted that the trend may reverse.

Mr. Giglietti said that most families have two children. In the long-term, if the trend continues, a smaller staff would be needed. The enrollment figures should be kept in mind.

**6. Presentation of Revised Report on Reserve Fund for Capital and Nonrecurring Expenditures**

A memo from Jack Levine, Director of Finance and Administration, to Superintendent John Brady dated September 30, 2011 was contained in the packet supplied to the Committee. Mr. Levine noted that unspent funds from encumbrances would go toward roof restoration. The current total for the High School roof is \$357,793.63. The net balance as of June 30, 2011 was \$660,384.27. The subtotal for 2010-2011 Appropriations is \$734,459.27. Encumbrances for 2010-2011 are \$74,075.

**7. Discussion of Monthly Financial Statements**

Mr. Levine said that financial reports are almost ready for review by Mr. Levine and Ms. Lumas.

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

There was no discussion.

**9. Discussion and Possible Action on Budget Transfers**

In a memo from Mr. Levine to Dr. Brady dated October 6, 2011, a budget transfer of \$20,735 is recommended to pay for a Speech and Language Pathologist substitute for a teacher on leave-of-absence.

*Motion to transfer \$20,735 from Certified Salaries to Other Professional and Tech. Services to pay for a Speech and Language Pathologist substitute to cover for a teacher on a leave-of-absence (Mr. Giglietti, 2d Mr. Horwitz).*

*Vote in favor unanimous.*

***Motion passed.***

**10. Discussion and Possible Action on New Funding Requests**

Mr. Levine asked that the Finance Committee approve a budget transfer of \$3,793 from the Tuition Account to the Contingency Account. The transfer restores money to the Contingency Account that was to be used for ACES Educational Center for the Arts (ECA). Previously, a budget transfer request was approved to pay for 27 students. Actual enrollment is for 26 students.

Mr. Stirling asked what happens if more students sign up than what was budgeted for. Dr. Brady said that the students go through an assessment before they can be enrolled with ECA.

Mr. Horwitz said that students must go through a process in order to be accepted. For example, extensive portfolios must be submitted before acceptance into the

fine arts program. He praised the program as a unique resource with great benefits to students interested in the arts.

Dr. Brady said that one way to plan would be to take the average number of applicants and multiply that number by the anticipated tuition and then budget for that amount. The money otherwise could come from the Contingency Account.

Mr. Horwitz said that with ECA, the District can take advantage of New Haven's culture and art.

*Motion to transfer \$3,793 from the Tuition Account to the Contingency Account*  
(Mr. Giglietti, 2d Mr. Nuzzo).

*Vote in favor unanimous.*

*Motion passed.*

## **11. Update on Financial Operations**

### **A) Revised 2012-2013 Budget Calendar**

Dr. Brady noted the proposed Budget Calendar serves as a roadmap for planning.

### **B) Status Report on Financial Audit**

Mr. Levine said that the audit went well. The auditors noted that the Habitat for Humanity money raised in May 2010 was not deposited until October 2010. The Finance Office was aware of the issue and had already contacted the Principal and Advisor regarding the late deposit at the time the deposit was received. Mr. Levine noted there will be changes with the accounting of the Sick and Severance Account based on GASB 54. It can no longer be reported as a special revenue fund. Overall, the auditors were pleased.

Dr. Brady said that the audit went very smoothly. Mr. Levine gave credit to Terry Lumas and her staff.

### **C) Information on Third Quarter 2011 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust**

The Third Quarter 2011 Executive Summary Review was distributed. Mr. Levine brought attention to page 4. He noted that in October, equities were up around 8.35 percent. Since about half the funds are in equities, the impact was an increase of about 4 percent.

**12. Adjourn**

*Motion to adjourn the meeting at 6:08 p.m. (Mr. Giglietti, 2d Mr. Nuzzo).*

*Approval unanimous.*

***Motion passed; meeting adjourned.***

Respectfully submitted,

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Marianne Lippard, recording clerk