

**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**

**PLEASE POST**

**AMITY REGIONAL BOARD OF EDUCATION**

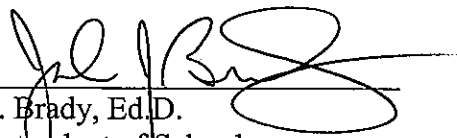
***January 14, 2013***

A regular meeting of the Amity Regional Board of Education will be held on Monday, January 14, 2013, at 6:30 p.m., in the cafeteria at Amity Regional High School.

**Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Recognition and Presentation of Awards to Amity Softball Team Players and Coaches - 2012 State Champions
4. Presentation of the CABA Award of Excellence for Educational Communications
5. Approval of Minutes
  - a. Regular BOE Meeting, December 10, 2012 (Enclosure)
  - b. Special BOE Meeting, December 18, 2012 (Enclosure)
6. Discussion of Consultant for Superintendent Search
7. Public Comment
8. Discussion and Possible Action on Appointment of Superintendent Search Consultant
9. Student Report
10. Information on Artificial Turf Field, Including Payment Option (Enclosed Letter)
11. Second Reading - Policy 4117.4 Technical Amendment to Non-Renewal/Suspension Policy (Enclosure)
12. Discussion of Hall of Honor
13. Report on NEASC Five Year Progress Report
14. Announcements from the Board and Administration

15. Correspondence
  - a. Letters from QVHD Regarding 2012-2013 Annual Inspection of Amity Regional High School and Amity Middle School, Bethany Campus (Enclosures)
16. Superintendent's Report
  - a. Personnel Report (Enclosure)
17. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. CABA
    3. Curriculum
    4. Facilities
    5. Finance
      - a. Discussion and Possible Action on Audited Financial Statements
        1. Review of Audited Financial Statements by Auditors
        2. Discussion and Possible Action to Accept Annual Financial Report
        3. Discussion and Possible Action to Return Funds to Member Towns
      - b. Discussion and Possible Action on Award of Contract of \$35,000 or More
      - c. Update on Preliminary Superintendent's Proposed 2013-2014 Budget Development
      - d. Discussion of Monthly Financial Statements
      - e. Director of Finance and Administration Approved Transfers Under \$3,000
      - f. Discussion and Possible Action on New Funding Requests
      - g. Update on Financial Operations
        1. Information on 2013-2014 Budget Calendar
    6. Policy
    7. Personnel
18. Executive Session – Security Issues
19. Items for the Next Agenda
20. Adjournment

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

JJB/kfw

pc: Town Clerks: Bethany  
Orange  
Woodbridge

**PLEASE POST**

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**Working to "enable every Amity student to become a life-long learner and a literate, caring, creative and effective world citizen". District Mission statement**

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

## MINUTES

**AMITY BOARD MEMBERS PRESENT:** Julie Altman, William Blake, Christopher Browe, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Rita Gedansky, John A. Grasso, Jr., James Horwitz, Thomas Hurley, Tracey Lane Russo, James Stirling

**AMITY BOARD MEMBERS ABSENT:** None

**Staff Members Present:** John Brady, Charles Britton, Kathleen Fuller Cutler, Richard Dellinger, Warren Gohsler, Kevin Keller, Jack Levine, Marianne Lippard, Marie McPadden, Mary Raiola

**Also Present:** Craig Edmondson, 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, December 10, 2012, at 6:30 p.m., in the Presentation Room at the District Offices.

1. **Call to Order:** William Blake called the meeting to order at 6:30 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Recognition of Computer Information Systems and Video Production Systems – Career and Technology Education Assessment Students – Amity #1 Ranking**  
Dr. Brady announced that Amity was ranked #1 in Computer Information Systems and Video Production Systems on the Career and Technical Education Assessment. He noted that this was a significant accomplishment. Certificates were distributed to 17 students. Students receiving certificates for Computer Information Systems included: Haneesh Anumolu, David Dardik, Andrew Gusciora, Bryan Kirby, Jared Loewenthal, Peter Satonick, Alexander Slanski, Michael Yuan, and Noah Safian. Students recognized for their achievement in Video Production Systems included: Shae Belenski, Alexander Butler, Joshua Hess, Zachary Royal, Matthew Schatz, Mitchell Sopp, Jake White, and Matthew Prussin.

The Board took a short recess at 6:38 p.m. and continued the meeting at 6:43 p.m.

4. **Presentation of ACES Programs and Services**  
Dr. Brady and Ms. Cohen welcomed Dr. Craig Edmondson, Executive Director and Superintendent of ACES, to provide information to give the Board a sense of the scope of the organization providing services to the District. Dr. Edmondson presented an overview of ACES, which is a public school system serving 25 school districts, including 58 communities, in South Central Connecticut. ACES

serves more than 2,200 total students. It is a non-profit business provides fee-based services. He noted that the majority of students served by ACES are challenged in terms of education, although other services are offered. ACES has five special education schools and three magnet schools. One of the magnet schools operated by ACES is Education Center for the Arts (ECA) in New Haven. ACES also coordinates a superintendent's group.

About 40 years ago, six regions of the state were divided. There is an infrastructure to look at every school district in terms of need. ACES has a governing board and Ms. Cohen represents Amity.

Dr. Edmondson said noted that ACES has about 130 vehicles on the road servicing the special education population. The organization also has a program development and marketing office. He showed pictures of each of ACES facilities and explained what population is served by each school. The non-profit also runs collaboratives for school districts interested in running a program in their home school. A program is also run at Yale-New Haven Hospital and St. Raphael's that provides tutoring to students there. Technology services also are offered.

ACES also runs a program where clients go out and work. The program is run in the greater North Haven area and currently serves 90 clients ages 22 to 65.

Amity has taken advantage of some of what ACES offers. The organization also has access to a lobbyist, so it has direct access to legislators.

Discussion:

Mr. Stirling questioned Dr. Edmondson about his perspective on the state budget crisis.

Dr. Edmondson said that he feels it is incumbent on all of us to be in touch with our local legislators due to the threat of additional money coming out of the education budget.

Another essential role for ACES will be to support the District with teacher evaluations.

Mr. Horwitz said that it is clear that ACES provides important services. He added that his son attended the ECA program and it was extraordinary for him.

Dr. Edmondson said that the ECA program is viewed as a different opportunity for students. He views ACES as offering complementary services to what a district already offers.

*Motion to move Student Report from Item #9 to Item #5 on the agenda (Mr. Hurley, 2d Mr. DeMaio)*

*Vote in favor unanimous.*

*Motion passed.*

**5. Student Report**

Thomas Falcigno said that Governor Dannel P. Malloy and Daniel C. Esty, Commissioner of the State Department of Environmental Protection, recently visited. Amity's conversion from fuel oil to natural gas is something that they would like to see elsewhere. Later this week, SADD will bring awareness to their cause during Grim Reaper Day. Musical performances will take place soon. Thomas noted that the High School now has a new club called Amity Unified Theater. Blankets are being distributed to the needy.

**6. Atlas Curriculum Software Demonstration**

A presentation was given on Atlas at the recent Curriculum Committee meeting and Marie McPadden, Director of Curriculum and Staff Development, said that she felt it would be helpful to present the information about Atlas here as well.

The software allows teachers to work together and more easily communicate. Post-its can be sent via e-mail. Plans are to eventually include a parent portal.

There is a pacing guide that teachers have collaboratively worked on. The template is like a map helping teachers to find what they need. There is a section for activities, as well as a link to the math organizer.

Atlas offers multiple tools to help a brand new teacher. Ms. McPadden noted that assessments will be used toward the evaluations. She noted that ACES has been crucial in helping Amity with curriculum professional development, assessment and new teacher evaluation.

Dr. Brady noted that the Atlas program is not associated with the new assessment practices. He said that each administrator uses an iPad and can determine how on target the teacher is, resulting in a more rigorous evaluation.

Mr. Horwitz said that the curriculum map seems to provide an excellent road map for the teachers. He noted that as with any roadmap, you can miss the side roads. He questioned how this allows for the creativity and spontaneity of the teacher.

Ms. McPadden said that teachers will always have the opportunity for creativity. Creativity would never be taken from teachers. While they have a road map, how they deliver instruction is up to them. This is a sharing tool.

Mr. DeMaio questioned how secure the site is.

Mr. Gohsler said that this is one of the systems that are changed.

Mr. Stirling questioned whether there is freedom to do something else.

Ms. McPadden said that she needs to be aware of how the students are performing. The move is toward a common assessment.

Ms. Altman noted that with the Common Core Standards, there is less latitude for innovation.

Ms. McPadden noted that the standards are your base and there are 1100 standards.

**7. Approval of Minutes**

- a. Regular Board of Education Meeting, November 12, 2012

*Motion to approve the minutes as presented* (Ms. Gedansky, 2d Ms. Cardozo).

*Vote in favor:* Julie Altman, Christopher Browe, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Rita Gedansky, John A. Grasso, Jr., James Horwitz, Tracey Lane Russo, James Stirling

*Vote opposed:* none

*Abstain:* Thomas Hurley

***Motion passed.***

**8. Discussion and Possible Action on School Calendar Revision**

Dr. Brady noted that parents want to avoid the use of any vacation. The plan is to reduce the school year by two days. March 22<sup>nd</sup> will be used as a school day. If additional days are needed, Dr. Brady suggested beginning to cut at the end of the week when considering adding school days during the April vacation. The parents have overwhelmingly requested that the District not use the last week of June to make up school days. The last week might be needed for teacher days.

Dr. Brady said that he discussed the school calendar with the other superintendents and this is the most popular alternative at this point. Over 100 students are going to Disney World in April.

Motion to accept the calendar revisions (Mr. Browe, 2d Ms. Cardozo).

Discussion:

Ms. Russo said that while this meets the letter of the law, it sends a mixed message. Technically, kids are not going to be in school for as many days. This seems to keep happening and it isn't fair to families or students.

Mr. Stirling noted that this would be the second year in a row that the calendar was reduced to 180 days. He is also concerned about shortchanging students. It's important to build in enough days.

Dr. Brady said that the town of Orange presents a real challenge this school year because work needs to be completed on their buildings.

Mr. Stirling said that it may be necessary to eliminate one of the vacations entirely.

Dr. Brady said that it is a challenge.

Ms. Cohen suggested that instead of having the last two days as half days, perhaps they can be changed to full days.

Dr. Brady said that professional development time is also very important.

*Vote in favor:* Julie Altman, Christopher Browe, Patricia Cardozo, Diane Crocco, Steven DeMaio, Rita Gedansky, John A. Grasso, Jr., James Horwitz, Thomas Hurley, Tracey Lane Russo, James Stirling

*Vote opposed:* none

*Abstain:* Sue Cohen

**9. First Reading – Policy 4117.4 Technical Amendment to Non-Renewal/Suspension Policy**

Dr. Brady noted that this is a mandated change. The only modification has to do with date changes. This provides an additional month. If Board members have comments, they should contact the legislature. This item will appear on the next agenda as well.

**10. Public Comment**

No members of the public addressed the Board.

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

- a. State Department of Education Enhancement Grant – Amity Middle School, Orange Campus

Dr. Brady noted that this deals with issues of bullying. Students share their experiences.

- b. District Mission Statement

Mr. Blake noted that the Mission Statement is visible in the background so that the camera can capture the message. This visibility provides a clear focus for the Board.

- c. Update on Long Range Planning Study

Dr. Brady said that a Request for Proposals was put out to examine Amity's projected enrollment and future plan. After receiving about six proposals, he received a call from the first selectman in Bethany expressing interest in expanding the study. The first selectmen in Orange and Woodbridge also expressed interest. Dr. Brady said that there is a prescribed process for considering a regional school district. The process is cumbersome. The study being performed is very preliminary. A vote would eventually be required. Each town may individually pass the vote. Dr. Brady said that he could see holding off on the study until February. Dr. Brady noted that he doesn't sense support. Mr. Blake said that he thought that there was a lot of interest. The change would give the towns less direct control. Mr. Blake said that though Amity can provide a great education, this change is not an agenda of this Board at this time. Ms. Cohen said that the towns are still going to want to be in the study although they're not that interested in the idea. This will result in

a more costly study, requiring their participation. Mr. Blake said that this topic will be discussed again in February.

d. Information on Student Management System

Dr. Brady said that iPass has not proven to be the best student management system. It was inexpensive and, in this case, you get what you pay for. PowerSchool has a lot of positive attributes. Another system also appears promising. Dr. Brady noted that iPass is not an intuitive system. Software adjustments have been needed. It is supported by a rather weak training staff. He added that this is being noted for forecasting purposes.

e. Information on CAPT Achievement – Advanced Results

This year, Amity was #1 in the DRG. Ninety-six students will be recognized for their achievements.

**12. Correspondence**

a. Correspondence to Board Chair

Mr. Blake noted that he received a letter from Dr. Brady announcing his plans to retire at the end of the school year. He said that the community has shown support for the work that Dr. Brady has done here. He would like to reiterate that sentiment. The Board wishes him well after nine years here. There is much work to be done before Dr. Brady's retirement.

Move to accept (Mr. Hurley, 2d Ms. Gedansky)

Vote in favor unanimous.

Motion passed.

**13. Superintendent's Report**

a. Personnel Report

**14. Chairman's Report**

a. Committee Reports

1. ACES – The report was provided under Item #4

2. CAFE – Mr. Stirling reported that CAFE held its annual two-day conference. The conference addressed numerous topics, including teacher evaluation and community involvement. It provided great professional development for the board members who attended. The topic of creativity was explored, contrasting creativity with relying on tests. Mr. Stirling said that Dr. Brady has moved our district ahead of the curve with respect to that.

3. Curriculum – Meeting 12/13/12, 5:15 p.m.

4. Facilities – Meeting 12/18/12, 5:30 p.m.

5. Finance

a. Discussion and Possible Action on Extension of Contract of Audit Firm

Mr. Levine noted that CCR was awarded the contract for the fiscal years ending June 30 of 2009, 2010, and 2011 with the option of auditing the District's financial statements for each of the subsequent fiscal years. The Amity Finance Committee recommended extending



the contract with the current firm and bidding next year. The District had a more extensive audit done at no additional charge because the company has more recently merged with a larger firm. There would be a 2.5 percent increase if the contract were to be extended.

Mr. Blake asked Mr. Levine whether he felt that it would be helpful to bring in a new firm to give a fresh look at the District. It is a generally accepted practice to make a change periodically.

Mr. Levine said that members of the Finance Committee did not see a problem with extending the contract, while committing to bidding the following year. He said that it is up to the Board.

Mr. Hurley said that he has a problem with not having a fixed end date for an audit firm and going beyond five years with a firm. The bid was for three years and two one year options. He added that it is a generally agreed to practice to change, although he has nothing negative to say about the firm.

Mr. Stirling noted that the firm provided good value for Amity. Work performed by CCR was re-examined due to the merge with Grant Thornton.

Mr. Browe questioned whether the District would have the option to return to this firm.

Mr. Levine said that he would have no difficulty with bidding.

Mr. Browe asked if the firm's bid could be public.

Dr. Brady replied that it would not. That is not how the process works. The firm might not bid.

Mr. Levine said that what Mr. Browe is suggesting is not a good way to do business.

*Move to appoint the audit firm of Grant Thornton to audit the district's financial statements for the fiscal year ended June 30, 2013, at a price of \$35,363 (Mr. Stirling, 2d Ms. Cardozo).*

*Vote in favor unanimous.*

***Motion passed.***

- b. Discussion of Monthly Financial Statements  
No changes were reported.
- c. Director of Finance and Administration Approved Transfers Under \$3,000

Mr. Browe questioned the storage fee for heating oil. Dr. Brady said that we must pay the storage fee. The heating oil will be used at the middle schools. Even with the fee, Amity is still saving money because the oil was purchased at a favorable price.

6. Policy

7. Personnel

a. Administrator Search – Executive Session

*Motion to enter Executive Session at 8:48 p.m.* (Mr. Hurley, 2d Ms. Crocco).

*Vote in favor unanimous.*

***Motion passed.***

*Executive Session concluded at 9:06 p.m.*

**15. Items for the Next Agenda**

No items were added to the agenda.

**16. Adjournment**

*Motion to adjourn the meeting at 9:06 p.m.* (Mr. Hurley, 2d Ms. Gedansky).

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

Respectfully submitted,

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Marianne Lippard, recording clerk  
Rita Gedansky, secretary

**References:**

Minutes: Board of Education Regular Meeting, 11/12/12  
Amity Finance Committee, 11/12/12

Correspondence: John Brady to William Blake (12/3/12) re: Retirement  
Vicenta Gibbons to John Ulatowski (11/13/12) re: Grant

Memos: John Brady to Board of Education (11/30/12) re: Possible  
Revision to 2012-2013 School Calendar  
Jack Levine to John Brady (11/30/12) re: Audit Firm

Reports: Amity Regional School District #5 Revenues and  
Expenditures 2012-2013  
Budget Transfers 2012-2013

Policy: Personnel Certified/Non-Certified Non-Renewal Policy  
4117.4 (a), 4117.4 (b), 4117.4 (c)

## MINUTES

**AMITY BOARD MEMBERS PRESENT:** William Blake, Patricia Cardozo, Diane Crocco, Steven DeMaio, Rita Gedansky, Thomas Hurley, James Horwitz, James Stirling

**AMITY BOARD MEMBER ABSENT:** Julie Altman, Christopher Browe, Sue Cohen, John A. Grasso, Jr., Tracey Lane Russo

**Staff Members Present:** John Brady, Charles Britton, Jack Levine, Marianne Lippard, Marie McPadden, Terry Lumas

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A special meeting of the Amity Regional Board of Education was held on Tuesday, December 18, 2012, at 6:30 p.m. in the Superintendent's Conference Room at the District Offices.

1. **Call to Order:** William Blake called the meeting to order at 6:39 p.m.
2. **Discussion and Possible Action to Purchase PowerSchool Student Information Systems**

Dr. Brady shared a memo that had been presented to the Curriculum Committee. The administration has been looking at the student management system. The District currently uses iPass and the system has many flaws, making it difficult to work with. There is little support for the system and everything has to be customized. The system is not intuitive. There are only two other users of this system in the state. Everyone from teachers to secretaries to administrators has had trouble working with it. At the time that iPass was purchased, Amity looked at PowerSchool and rejected it due to cost. Dr. Brady said that we got what we paid for with iPass.

A subcommittee has been looking into what system would work for Amity. There is very little out there and PowerSchool is used by 108 districts in the state. The second largest system is used by 39 districts in the state. The subcommittee would like to get PowerSchool.

The Curriculum Committee agreed to the idea of getting PowerSchool for Amity. The District can get a discount of \$18,000 if we make the commitment by Thursday, December 21, 2012. Dr. Brady said that the Curriculum Committee recommended buying the system outright. Money from the Contingency fund can be used, giving the opportunity for immediate training. This training would be very valuable. Dr. Brady said they the administration would like to take advantage of this deadline and the opportunity to save \$18,000. The cost per year for PowerSchool is \$20,000. IPass costs \$16,000 per year.

Ms. McPadden said that the training is very intensive. We have talked to others in the state that are using the system and they are very happy with it.

Dr. Brady said that PowerSchool is particularly helpful if a student changes from one class to another. Teachers can use the history in order to properly adjust grades.

Mr. Levine said that the training is extensive and is part of the price. The company has the experience to train users well. We have factored in the cost of all the necessary training. The system is also intuitive. He noted that the Curriculum Committee meeting challenged him to get the price down even lower and he didn't think he could move another inch, but managed to get the price down a bit further. He said that if he can get approval, he'll try for a millimeter.

Mr. Horwitz said that he would suggest attempting to get more in the way of training. Support will make the difference between success and failure with a new system.

Mr. Stirling said that he is concerned about taking money from the Contingency account.

Mr. Levine said that the company is willing to make the deal to meet their sales target goals.

Mr. Stirling said that the use of funds from the Contingency account usually needs review by the Finance Committee.

Dr. Brady said that this need represents the perfect use for the Contingency account.

Mr. Stirling said that he would prefer to get the opinion of the Finance Committee. He is concerned that moving forward without their advice may be penny wise and pound foolish.

Dr. Brady said that the members could be called.

Mr. Horwitz questioned whether this could be approved subject to approval by the Finance Committee.

Mr. Levine said that deal is over after December 21, 2012.

Dr. Brady said that this agenda was sent out to everyone, including members of the Finance Committee, and members of the committee could have come tonight if there was concern. There were no calls from members either.

Mr. Horwitz asked for information on the savings once again.

Mr. Levine said that the savings at this point is \$18,114.

Mr. Blake said that the suggested wording in the motion doesn't say where the source is from. He would like it to come from the Contingency account.

Mr. Levine noted that this would have to be paid in January. There are some concerns that with so few users, iPass would be abandoned and Amity would have real problems with the current system.

*Move that the Superintendent of Schools is authorized to sign a contract and issue a purchase order to Pearson School Systems of Rancho Cordova, California, to pay for PowerSchool software and related support and services for \$64,560.44, payable in January 2013. Further, the Board's Policy on bidding is waived (Ms. Cardozo, 2d Mr. DeMaio).*

*Vote in favor:* William Blake, Patricia Cardozo, Diane Crocco, Steven DeMaio, Rita Gedansky, Thomas Hurley, James Horwitz

*Vote opposed:* James Stirling

***Motion passed.***

**3. Adjourn**

The meeting adjourned at 7:12 p.m.

Respectfully submitted,

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Marianne Lippard, recording clerk  
Rita Gedansky, secretary



Jacqueline V. Jacoby, Ed.D., Senior Search Consultant  
P.O. Box 290252 - Wethersfield, CT 06129-0252

December, 2012

**To:** Chairman William Blake, Amity Regional School District #5  
**From:** Dr. Jacqueline Jacoby, CABE Senior Search Consultant  
**Re:** CABE Proposal for a Regional Search for the Superintendent of Schools

**PLANNING:**

- Consultant will meet with the Amity Board to outline the regional search and selection process to include a press release and timeline. Search publicity, advertising copy, documents prepared for the spring, 2012 preliminary superintendent search will be utilized throughout this process.
- Amity Board will determine the make-up of the Search Committee.
- Consultant will develop search publicity and posting language (pre-approved by the Board). All application material will be submitted through CABE in order to maintain confidentiality.
- Consultant and Board will determine if there should be a few selected focus groups held in order to gather additional information beyond that obtained for the spring, 2012 search.
- Throughout the search process the consultant will be available to the Board via e-mail or planning meetings.

**RECRUITMENT AND SELECTION:**

- Consultant will personally contact candidates previously scheduled for interviews to determine if they currently have an interest in the Amity Superintendent Search.
- Position will be posted for 20 days internally on Superintendent Search link on the district website.
- Position will be posted for 20 days on regional websites including: CT Association of Board of Education (CABE), CT Association of School Superintendent (CAPSS), CT Association of Schools/CT Interscholastic Athletic Conference (CASCIAAC) and CT Reap and also National School Boards website and others as determined. In addition, the position will be advertised in the CABE Journal.
- During this same time period, an e-mail posting will be sent to all CT Superintendents and Assistant Superintendents.
- Consultant will review all applications and provide a list of slated candidates for Board review.
- Consultant will conduct pre-interviews with slated candidates.
- Consultant will conduct a brief interview seminar with the Board and review previous questions with the Board and enhance as appropriate.
- Consultant will set up an interview schedule and prepare notebooks of applicant information for each Board member. Consultant will facilitate interview process.
- Consultant will facilitate second interviews and deliberation as Board chooses a finalist.
- The consultant will assist the candidate and Board in planning a site visit.

## **APPOINTMENT AND TRANSITION**

- The consultant secures a background check of the final candidate done on behalf of the Board.
- The consultant will prepare a motion for Board consideration to appoint new superintendent.
- The consultant will coordinate the announcement of the appointment with the Board once a finalist has been chosen.
- The consultant will assist the Board with a transition plan as requested and will work with the Board until the regional search process is completed.

## **SPECIAL CONSIDERATION:**

The CABA Search Consultant, Dr. Jacoby, is committed to working with the Amity Board to design a regional search process and timeline that fits the needs of the district and builds on the previous process completed in the spring, 2012.

## **Schedule of Search Costs**

	<b>Regional Search</b>
Professional Consulting Fee for Superintendent Search	\$7,000
Administrative Expenses (clerical services, printing, telephone, supplies)	\$ 1,000
<b>CABA SEARCH SERVICES TOTAL</b>	<b>\$8,000</b>

## **Payment**

The consulting fee and administrative expenses are billed in three equal installments:

1. Upon contract between the Board and CABA Search Services
2. Mid-Way through the search process.
3. Following an employment offer and acceptance

## **OTHER: Potential of \$1000**

*Advertising, Background Review and Candidate Travel:* There will be minimal costs associated with advertising. If there is a need for out of state applicant travel, consultants will seek pre-approval from the Board. The cost for a comprehensive background review is included in the potential costs. CABA will advise the Board on obtaining maximum exposure at the most reasonable cost.

Potential expenses will be billed on a monthly basis, with the final invoice rendered approximately eight weeks after the search is complete.



**JACQUELINE J. JACOBY, Ed.D.**  
**5 Lower Heatherwood Cromwell, Connecticut 06416**  
**860 539-7594 (cell) [jjjacoby@yahoo.com](mailto:jjjacoby@yahoo.com)**  
***Professional Career Summary***

**Senior Search Consultant with Connecticut Boards of Education (CABE)** **2009 - Current**  

- Successfully facilitated searches for superintendents in many CT public schools both urban and suburban.

**Interim Superintendent of Schools, Bloomfield Public Schools, Bloomfield, CT** **July 2010 - March 2011**  

- Provided leadership for nine month during a difficult period of transition for this district.

**Special Assistant to Executive Director of Capitol Region Education Council (CREC)** **July 2008 - June 2010**  

- Provided leadership for CREC around coordination of magnet schools and choice opportunities for the Greater Hartford region as a member/partner with the State Department of Education (SDE), Hartford Public Schools (HPS) and the Regional School Choice Office (RSCO). Part-Time

**Interim Superintendent, Hartford Public Schools, Hartford, CT** **June 2006 - June 2008**  
**Special Assistant to the Superintendent, Hartford Public Schools**  
*Turning the tide so all children can learn was the focus of this work.*

- Performing all the duties and responsibilities of Superintendent for the Hartford Public Schools for the 24,000 students and 5,000 staff followed by a period of transition.
- Initiation and facilitation of an agreement with Teach for America (TFA), an alternate teacher preparation program resulting in 25 TFA teachers beginning in Hartford, Fall, 2007 with teacher union cooperation and partnering with local foundations and businesses.

**Chair and Associate Professor of Education, University of New Haven** **September 2004 - June 2006**  
*Our journey was one of preparing teacher candidates for 21<sup>st</sup> Century teaching with student learning front and center.*

**Superintendent of Schools** **July 1993 - July 2004**  
**Glastonbury Public Schools, Glastonbury, Connecticut (Retired July 2004)**  
*According to author Rosabeth Kanter, leaders are giants who must move fast and maneuver creatively and flexibly. Glastonbury's superintendency can best be described as "dancing with giants" for with a masterful administrative team, outstanding staff and a talented and dedicated Board of Education, we collaboratively moved Glastonbury Schools from good to superior.*

**Previous Professional Experience:**

**Deputy Superintendent of Schools and Assistant Superintendent:** Glastonbury Public Schools, Glastonbury, CT  
**Director of Elementary Curriculum & Special Services:** Glastonbury Public Schools, Glastonbury, CT  
**Principal:** Great Valley Schools, Malvern, PA and **Education Director:** Valley Day School (Private), Yardley, PA  
**Elementary Teacher and Supervisor of Primary Grades:** Moon Area Schools, Coraopolis, PA

**Professional Preparation**

<b>Boston College, Chestnut Hill, Massachusetts</b>	Ed.D. Educational Administration
<b>Dissertation:</b> <i>Impact of Handicapped Children's Protection Act (HCPA) on Selected Connecticut Communities</i>	
<b>Lehigh University, Bethlehem, Pennsylvania</b>	Sixth Year Diploma, Educational Administration
<b>Duquesne University, Pittsburgh, Pennsylvania</b>	M.E., Elementary Education
<b>Slippery Rock University of Pennsylvania</b>	B.S., Elementary Education

**Professional Experiences and Awards (Partial Listing)**

<b>Board of Trustees, Goodwin College, East Hartford, CT</b>	<b>2010 - Current</b>
<b>Board of Trustees, Private School servicing Hartford students</b>	<b>2010 - Current</b>
<b>CT Association of Public Schools Superintendents (CAPSS) Emeritus Award (2006)</b>	
<b>Adjunct Professor, University of New Haven (2006), University of CT (2005)</b>	
<b>Presidential Award, CT Association of Public Schools Superintendents (2004)</b>	
<b>CT Educational Leadership Award from University of CT (2003)</b>	
<b>Glastonbury Professional Woman of the Year (2000)</b>	

# **Amity Regional High School Synthetic Turf Project**

**Board of Education/Amity Finance  
Committee Meetings**

**January 14, 2013**

# Frequently Asked Questions

What is the key advantage of synthetic turf over natural turf?

## Answer - INCREASED USAGE

- *A synthetic turf field can be literally used constantly rain or shine*
  - *At Amity, where participation in sports and community activities is very high, a synthetic field should be viewed as a necessity to help meet the demands of the Amity Community.*
- *Conservative estimates indicate that usage will triple*
  - *Field will support events ranging from physical education classes, practices and contests for field hockey, football, lacrosse, soccer, and graduation ceremonies.*
- *The main game and practice fields are worn from overuse*
  - *Since using the fields less often is not a viable option, adding a field which can tolerate constant use is quite sensible.*

# Natural vs. Synthetic Turf Use

Youth Football Contests	32	32	0
High School Football - Varsity Practice & Contests	10	69	59
High School Football - JV Contests	5	5	0
High School Football - Freshmen Contests	5	5	0
Field Hockey Contests	0	5	5
Soccer -- Boys and Girls Contests	0	10	10
Soccer Youth Contests	0	TBD	TBD
Lacrosse Boys and Girls Contests	0	16	16
Lacrosse Boys and Girls - Freshman & JV Contests	0	TBD	TBD
Lacrosse Boys and Girls Practice ( 1/2 field each)	0	80	80
Lacrosse Boys and Girls Youth Contests	0	TBD	TBD
AHS Graduation Ceremony	1	1	0
HS League - State Tournament Contests	0	10	10
AHS Physical Education (7 hours = 1 use)	0	100	100
Park and Recreation Camps from member towns	0	TBD	TBD
Totals	53	328	275

SPRING	TURF FIELD	ACTIVITY	SCHEDULE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
7:00 AM	PE	PE	PE	PE	PE	Track	Community Use	
8:00	PE	PE	PE	PE	PE	Track	Community Use	
9:00	PE	PE	PE	PE	PE	Track	Community Use	
10:00	PE	PE	PE	PE	PE	Track	Community Use	
11:00	PE	PE	PE	PE	PE	B/G Lacrosse	Community Use	
12:00	PE	PE	PE	PE	PE	B/G Lacrosse	Community Use	
1:00 PM	PE	PE	PE	PE	PE	B/G Lacrosse	Athletic Dept Use	
2:00	PE	PE	PE	PE	PE	B/G Lacrosse	Athletic Dept Use	
3:00	Track / G. Lacrosse	Track / G. Lacrosse	Track / G. Lacrosse	Track / G. Lacrosse	Track / G. Lacrosse	B/G Lacrosse	Athletic Dept Use	
4:00	Track / G. Lacrosse	Track / G. Lacrosse	Track / G. Lacrosse	Track / G. Lacrosse	Track / G. Lacrosse	B/G Lacrosse	Athletic Dept Use	
5:00	Track / G. Lacrosse	Track / G. Lacrosse	Track / G. Lacrosse	Track / G. Lacrosse	Track / G. Lacrosse	Community Use	Athletic Dept Use	
6:00	B. Lacrosse	B. Lacrosse	B. Lacrosse	B. Lacrosse	B. Lacrosse	Community Use	Athletic Dept Use	
7:00	B. Lacrosse	B. Lacrosse	B. Lacrosse	B. Lacrosse	B. Lacrosse	Community Use	Athletic Dept Use	
8:00	B. Lacrosse	B. Lacrosse	B. Lacrosse	B. Lacrosse	B. Lacrosse	Community Use	Athletic Dept Use	

FALL	TURF FIELD	ACTIVITY	SCHEDULE	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	MONDAY	TUESDAY	WEDNESDAY	PE	PE	Foot/Soccer/FH	Community Use
7:00 AM	PE	PE	PE				
8:00	PE	PE	PE	PE	PE	Foot/Soccer/FH	Community Use
9:00	PE	PE	PE	PE	PE	Foot/Soccer/FH	Community Use
10:00	PE	PE	PE	PE	PE	Foot/Soccer/FH	Community Use
11:00	PE	PE	PE	PE	PE	Foot/Soccer/FH	Community Use
12:00	PE	PE	PE	PE	PE	Foot/Soccer/FH	Community Use
1:00 PM	PE	PE	PE	PE	PE	Foot/Soccer/FH	Community Use
2:00	PE	PE	PE	PE	PE	Foot/Soccer/FH	Community Use
3:00	Football	Football	Football	Football	Soccer / Field Hockey	Community Use	Community Use
4:00	Football	Football	Football	Football	Soccer / Field Hockey	Community Use	Community Use
5:00	Football	Football	Football	Football	Soccer / Field Hockey	Community Use	Community Use
6:00	Soccer / Field Hockey	Soccer / Field Hockey	Soccer / Field Hockey	Soccer / Field Hockey	Football	Community Use	Community Use
7:00	Soccer / Field Hockey	Soccer / Field Hockey	Soccer / Field Hockey	Soccer / Field Hockey	Football	Community Use	Community Use
8:00	Soccer / Field Hockey	Soccer / Field Hockey	Soccer / Field Hockey	Soccer / Field Hockey	Football	Community Use	Community Use

# Frequently Asked Questions

Evidence of overuse of the main game and other Fields at Amity High can be viewed by a search on Google maps.



# Safety for Players

- A five-year study of eight high school teams playing on in-filled synthetic surfaces and natural grass surfaces.
- Conclusion: The types of injuries suffered on turf were less severe with a quicker recovery time than injuries suffered on grass
  - 55% fewer neural injuries
  - 47% fewer cranial /cervical injuries
  - 45% less time lost
  - 38% fewer 3<sup>rd</sup> degree injuries
  - 35% less time lost to injury

*(Human Performance Research Center, West Texas A&M University Michael Myers, PhD and Bill Barnhill, MD, Published in The American Journal of Sports Medicine, October 2004)*



# Frequently Asked Questions

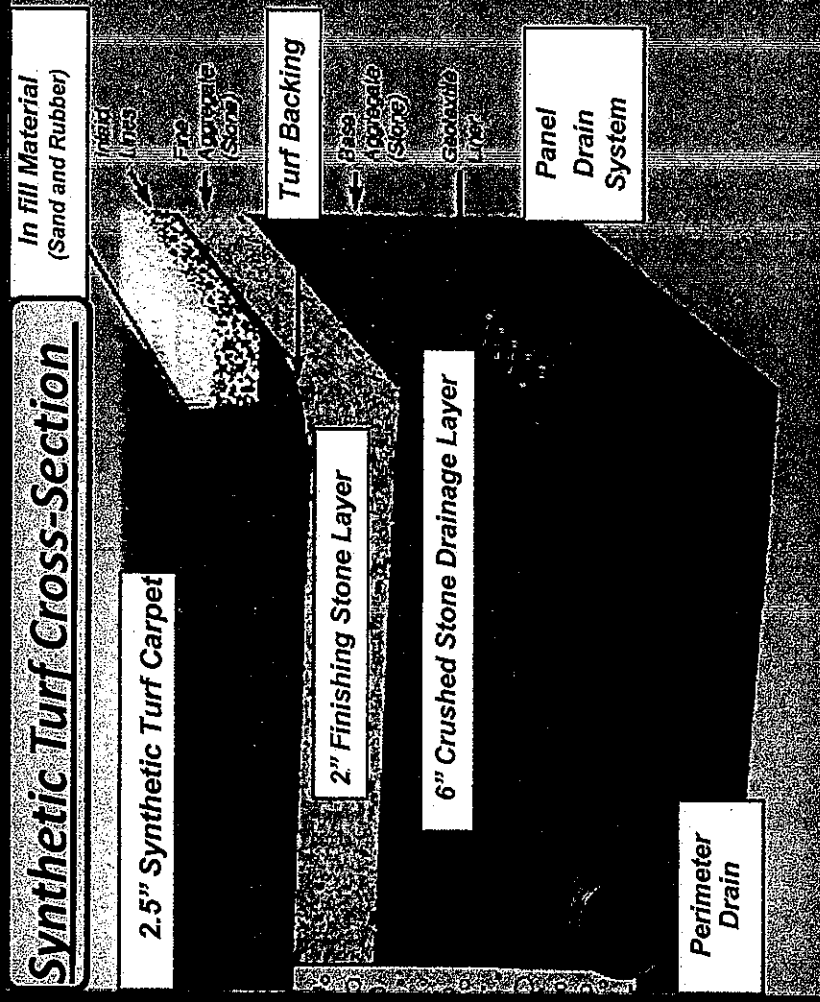
What are the core components of the synthetic turf system and turf product which will be installed at the main game field?

*Core components that meet the requirements for a multi-purpose field:*

- 2.5" synthetic turf carpet
- Infill layer of sand and rubber
- Inlaid lines for various sports
- 2 stone layers totaling 8"
- Underground drainage system

Type of turf to be installed:

- Many very good products that meet our needs...Field Turf, Astro Turf, etc.
- Best option is to interview several manufacturers and choose the best product for Amity



# Frequently Asked Questions

How long will the synthetic turf layer last?

- *Industry standard warranty is 8 years but properly installed fields are often lasting for 10 – 15 years with improved technology.*

Can a “reserve fund” be established to found long-term replacement costs for turf?

- *Simple answer is YES.*
- *The Amity AFC/BOE would be responsible for appropriation of funds as it customarily does with gift accounts, etc.*

We will explore sources of revenue to fund the turf replacement

# Project Timeline

(After BOE and Voter approval)

- 12 Weeks – Beginning to end to secure bonding including vote
- 4 Weeks - Prepare and put out a RFP for architectural/engineering services to design and put together bid specifications; interview and select firm
- 4 Weeks Concurrently
  - The architectural/engineering firm will do the necessary environmental studies and prepare bid specs
  - Prepare and put out a RFQ for contractors certified in field installations; qualify firms who will be eligible to bid.
- 2 Weeks – Pre-qualified firms will submit written proposals
- 12-16 Weeks – Beginning to end work on installing the artificial turf field

# Synthetic Turf vs. Natural Grass Maintenance

The following information is based on actual costs associated with maintaining both St. Joseph and Trumbull's synthetic turf fields as well as Amity High School's sand-based natural grass field for a single 25-week season (spring/summer/fall):

Synthetic Turf			Natural Grass		
Action	Timeframes	Cost	Action	Timeframes	Cost
Routine Brush Grooming	Once every 2 weeks @, \$50/ea	\$650	Cutting	2 times per week @ \$60/ea	\$3,000
Surface & Deep Debris Cleaning	Once every 6 weeks (4, \$250/ea	\$1000	Fertilizing	6 times per season @, \$250/ea	\$1,500
Antimicrobial Spray	Varies based on product	TBD	Aerating	4 times per season @ \$500/ea	\$2000
Layout and painting of fields not already on turf (soccer/boys and girls lacrosse/field hockey)	Once per season @ \$250/ea	\$1,000	Layout of Football Field (including numbers/hash marks)	1 time per season @ \$600	\$600
Seam & Separation Repair	As needed	TBD	Re-painting of Football Field (including numbers/hash marks)	5 times per season @ \$350	\$1,750
Replace Synthetic Turf Field	Approx. once every 10 years @ \$300,000	\$30,000	Re-sod Field	Once every 3 years @ \$15,000/ea	\$5,000
<b>Total</b>		<b>\$32,650</b>	<b>Total</b>		<b>\$13,850</b>

# Bonding

- *\$900,000 including cost of issuance*
- *Twenty-year maturity*
- *Projected current rates plus 50 BPS*
- *Total interest of \$236,250*
- *First payment of \$11,250 in January 2014*
- *Second payment of \$66,938 in June 2015*
- *Third payment of \$65,813 in June 2016*

## TAX IMPACT SUMMARY\*

Mill Rate/Tax Increase	District	Bethany	Orange	Woodbridge
Average Mill Rate Increase	0.0415	0.0161	0.0135	0.012
Avg. Tax Increase per \$100,000 Assessed Value*	\$4.15	\$1.61	\$1.35	\$1.20
Example:				
Median Home Value**	n/a	\$398,100	\$415,900	\$484,900
Assessed Value (70% of Median Home Value)	n/a	\$278,670	\$291,130	\$339,430
Projected Average Tax Increase for Project Debt	n/a	\$4.48	\$3.93	\$4.07

\* - Mill rate increase associated with debt service increases for the District Improvement Projects only.

\*\* - Median Home Values per the U.S. Census Bureau, 2007-2011 American Community Survey.

To Whom It May Concern:

I have been extremely fortunate to coach Amity High School Girl's Soccer for over ten years. We have a very successful program, with over sixty girls that have gone on to play at the college level. Our Athletic Director, Mr. Mengold, along with Mr. Capp and his maintenance staff have done an outstanding job of providing us with first class facilities.

With that being said, the one detraction from our program is the lack of an artificial turf field. Our grass field provides some unique challenges for us. The inclement weather we experience in the northeast has left us understandably frustrated over the years. Whenever it rains, we can't practice at centerfield as this will damage the field and hinder town use. Therefore, the girls are shortchanged in their ability to prepare for competition. At Amity, although Mr. Capp and his staff do a top notch job, my sport requires a level playing field. The wear and tear on the field from football, combined with the effects of winter weather, make it impossible for us to use the football field. This means we cannot play a home game at night.

The inability to play night games has a few consequences. Many family members are not capable of coming out to support our players due to the timing of our games. This is especially a problem for Senior Night when it is so important for our girl's families to be there supporting them. Also, due to the success of our program, we have had multiple college coaches inquire as to when our night games are scheduled so they can attend and evaluate our players. We aren't able to provide that kind of a forum for the girls to showcase their talents.

My players love to go to basketball and football games at night and show their support for the other Amity sport teams. While the boys do try to show their support for our team during the day games from their practice field, the support across sports would be greatly increased if games could be played when the other athletes were available to attend.

I'm sure everyone can agree that one of the key components of competitive sports is the home field advantage. Over the last few years our teams have had to give up that hard earned perk due to our fields. We have lost the opportunity to host playoff games and had to move to a neutral field because our soccer and football fields are both unplayable due to heavy rains. The girls work extremely hard to get home field advantage during states and lose it due to the condition of the fields.

In closing I'd like to mention that this new field would not only benefit the soccer program. It would provide a benefit to the field hockey team and can also be used over the weekend for town sports. Additionally, hosting evening games would bring income to the school as we can charge admittance to the games and open the concession stands to spectators. This new field would give our athletes a level playing field with many other schools that have had artificial surfaces for quite some time.

As I stated previously, Mr. Capp and his staff do a magnificent job maintaining the current fields but they cannot work miracles against Mother Nature. Thank you for your consideration in this matter.

Sincerely,

Owen Quigley  
Amity Girl's Soccer Coach

**Personnel – Certified / Non-Certified**

**Non-Renewal/Suspension**

**Non-Renewal**

**1. Non-tenured Teachers**

The contract for employment of a teacher who has not attained tenure may be terminated at any time for of the reasons enumerated below:

- a. Inefficiency or incompetence;
- b. Insubordination against reasonable rules of the Board of Education;
- c. Moral misconduct;
- d. Disability, as shown by competent medical evidence;
- e. Elimination of the position to which the teacher was appointed or loss of a position to another teacher, in accordance with C.G.S. 10-151(d)(5); or
- f. Other due and sufficient cause.

Otherwise the contract of such teacher shall be continued into the next school year unless such teacher receives a written notice by ~~April~~ **May** 1<sup>st</sup> in one school year that such contract will not be renewed for the following year. A teacher may request a statement of reason(s) therefor. The teacher is entitled to a hearing upon written request filed with the Board within twenty (20) days after receipt of notice. The hearing shall be conducted before the Board, if indicated in such request and if designated by the Board, before an impartial hearing panel established and conducted in accordance with law. The hearing shall commence within fifteen (15) days of such request unless the parties mutually agree to an extension.

A teacher who has not attained tenure and whose contract is terminated for any of the reasons under 1(a-d) above shall have the right to appeal in accordance with the provisions of subsection (f) of C.G.S. 10-151. No right of appeal shall exist if (1) a teacher who has not attained tenure has received non-renewal notice prior to ~~April~~ **May** 1<sup>st</sup> of a school year or (2) such teacher's contract is terminated for the reasons under 1(e-f) above.



**Personnel – Certified / Non-Certified****Non-Renewal/Suspension****Non-Renewal - Continued****2. Tenured Teachers**

The contract of employment of a teacher who has attained tenure shall be continued from school year to school year, except that it may be terminated at any time for one or more of the following reasons:

- a. Inefficiency or incompetence;
- b. Insubordination against reasonable rules of the Board of Education;
- c. Moral misconduct;
- d. Disability, as shown by competent medical evidence;
- e. Elimination of the position to which the teacher was appointed or loss of a position to another teacher, in accordance with C.G.S. 10-151(d)(5); or
- f. Other due and sufficient cause.

Prior to terminating a contract, a Board of Education shall vote to give the teacher concerned a written notice that termination of such teacher is under consideration and, upon written request filed by such teacher with such Board of Education within seven (7) days after receipt of such notice, shall within the next succeeding seven (7) days give such teacher a statement in writing of the reason(s) therefor. Within twenty (20) days after receipt of written notice by the Board of Education that contract termination is under consideration, such teacher may file with such Board of Education a written request for a hearing. Such hearing shall commence within fifteen (15) days after receipt of such request, unless the parties mutually agree to an extension, before the Board of Education or if indicated in such request or if designated by the Board of Education before an impartial hearing panel or if the parties mutually agree before a single impartial hearing officer chosen by both parties. If the parties are unable to agree upon the choice of a hearing officer within five (5) days after their decision to use of hearing officer, the hearing shall be held before the Board of Education or panel, as the case may be.

**Personnel – Certified / Non-Certified****Non-Renewal/Suspension****Non-Renewal - Continued****2. Tenured Teachers - Continued**

Within ninety (90) days after receipt of the request for a hearing the impartial hearing panel or hearing officer, unless the parties mutually agree to an extension, shall submit findings and recommendation(s) to the Board of Education as to the disposition of the charges against the teacher, and shall send a copy of such findings and recommendation(s) to the teacher. The Board of Education shall give the teacher concerned its written decision within fifteen (15) days of receipt of the written recommendation(s). If the hearing is before the Board of Education, the Board of Education shall render its decision within fifteen (15) days after the close of such hearing and shall send a copy of its decision to the teacher.

Any teacher aggrieved by the decision may appeal within thirty (30) days of such decision to the Superior Court.

**NOTE:** The Board of Education may designate a subcommittee of three (3) or more Board of Education members to conduct tenured or non-tenured teacher termination hearings resulting from reduction in force (RIF). The subcommittee shall submit written findings and recommendations(s) to the Board of Education for final disposition within fifteen (15) days of receipt of the written recommendation(s).

**Suspension**

Nothing herein shall deprive the Board of Education of the power to suspend a teacher from duty immediately when serious misconduct is charged without prejudice to the rights of the teacher as otherwise provided in C.G.S. 10-151, subsection d.

Legal Reference: Connecticut General Statutes  
 10-151c) Employment of teachers. **(as amended by P.A. 11-136, An Act Concerning Minor Revisions to the Education Statutes.)**  
 PA 95-58 An Act Concerning Teacher Evaluations, Tenure and Dismissal.  
 PA 97-247 An Act Concerning Revisions to the Education Statutes.  
 Shanbrom v. Orange Board of Education, 2 Conn. L. Rpts. 396, 398 (1990)

Policy Typed: 11-14-12

Policy Adopted:

Amity Regional School District No. 5  
 Woodbridge, Connecticut



**RECEIVED**

JAN - 3 2013

AMITY REGION #5  
OFFICE OF SUPT.

December 27, 2012

John Brady, Ed.D, Superintendent  
25 Newton Road  
Woodbridge CT 06525

Re: 2012-2103 annual inspection of the Amity High School, Woodbridge

Dear Mr. Brady,

As part of the 2012-2013 Annual School Inspection Program conducted by the staff of this Health District, the Amity High School was included. The inspection was made using guidelines recommended by the State Department of Public Health and refers to requirements and standards of the Connecticut Public Health Code and other State Statutes and Regulations. The purpose of the school inspection is to provide you with information for maintaining the public health environment of the school.

This year's inspection was conducted on Wednesday December 4, 2012. Jim Saisa and the Tools for Schools (TFS) team were present for the duration of the inspection. The team included two students and a new member Monica Kreuzer.

The school continues to be kept in excellent condition and the efforts of all involved are obvious.

There were no deficiencies observed at this inspection but there were notable changes worth documenting.

1. **Locker rooms.** These rooms are now equipped with new air handlers and long overdue ventilation is in place. The air handling system isn't yet balanced but a firm will be hired to perform that task.
2. **Roof.** A section of roof has been replaced with modern roof covering which has a ten year warranty.
3. **Solar system.** The solar system continues to supplement the electrical requirements of the school and a hot water solar system is now operational at the Fieldhouse. It produces more hot water than necessary and uses for that extra hot water are being explored.
4. **Air filters.** The replacement schedule goal for all of the air filters remain quarterly.
5. **Cigarette smoking.** The previous problem with students smoking in the lavatories seems to have been eliminated; sophisticated wireless sensors in those rooms can alert the school's staff if smoking occurs.
6. **New staff.** A full-time professional electrician has been hired and has made a number of improvements including installing a common safety shut-off system in the wood shop.

Quinnipiac Valley Health District

*A Regional Health Department Serving Bethany, Hamden, North Haven and Woodbridge, CT*

1151 Hartford Turnpike . North Haven . CT . 06473 . tel (203) 248-4528 . fax (203) 248-6671 . [www.qvhd.org](http://www.qvhd.org)

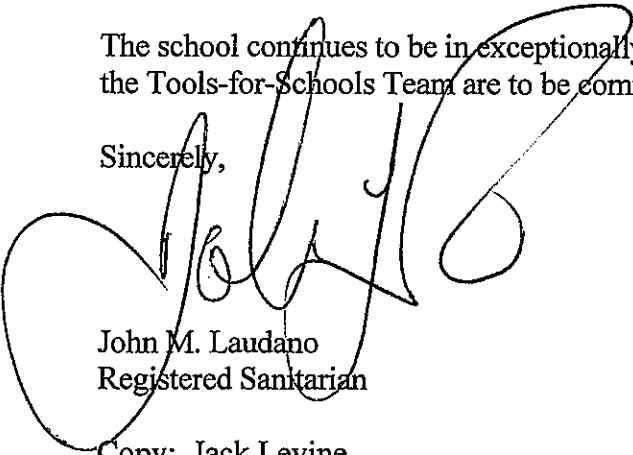


QVHD

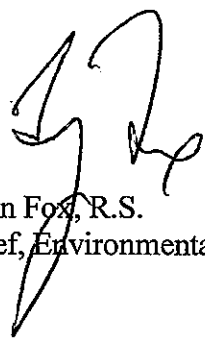
7. **Temperature concerns.** This year there were no complaints about disparate temperatures. During the inspection only room 109 was observed to be slightly warmer than others.

The school continues to be in exceptionally well maintained condition; the Maintenance Team and the Tools-for-Schools Team are to be commended.

Sincerely,



John M. Laudano  
Registered Sanitarian



Lynn Fox, R.S.  
Chief, Environmental Services

Copy: Jack Levine  
Jim Saisa  
Charles Britton  
Monica Kreuzer  
The TFS Team via Jack Levine  
The Maintenance Team via Jim Saisa

Quinnipiac Valley Health District

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**RECEIVED**

JAN - 3 2013

AMITY REGION #5  
OFFICE OF SUPT.

December 27, 2010

John Brady, Ed.D, Superintendent  
25 Newton Road  
Woodbridge CT 06525

Re: 2012-2013 Annual inspection of the Amity Jr. High School, 190 Luke Hill Road Bethany

Dear Mr. Brady,

As part of the 2012-2013 Annual School Inspection Program conducted by the staff of this Health District, the Amity Jr. High School was included. The inspection was made using guidelines recommended by the State Department of Public Health and refers to requirements and standards of the Connecticut Public Health Code and other State Statutes and Regulations. The purpose of the school inspection is to provide you with information for maintaining the public health environment of the school.

This year's inspection occurred on December 6, 2012 and was made in conjunction with a meeting of the school's Tools for Schools (TFS) team. Veronica Puleo led the meeting. The purpose of the meeting was for the team to conduct a walk-through inspection of the entire building and for team members to record deficiencies. My role was to interact with the team and record problematic concerns related to indoor air quality, public health, safety, and any other item related to the indoor environment.

The TFS team broke into several smaller teams and each inspected a specific area of the school. Mr. Jim Saisa and I observed the mechanical areas of the school and numerous classrooms.

Following the inspection it is anticipated that Veronica will categorize and publish the team's findings. Remedies to problems will then be prioritized and acted on as in past years.

The Tools for Schools team is commended for their continued success in maintaining the school. The school's TFS team continues to be an exemplary model of how a TFS program should be conducted. Quality leadership is apparent on many levels. Pride of individuals on the team is noticeable and impressive.

The school remains in like-new condition due to the efforts and success of all involved.

This year's inspection did not reveal problematic areas but demonstrated that the concept of continuous improvement is prominent. Competent understanding of the need for a healthy indoor air environment has been embraced and accomplished.

1. **Temperature Concern and Comment.** This year there was no discussions or complaints related to temperature problems. The success of the air-handling portion of the maintenance team is evident.
2. **Gymnasium.** Ralph Schuster reported that a rattle in the air-handler, discovered some time ago, has been repaired.

Quinnipiac Valley Health District

*A Regional Health Department Serving Bethany, Hamden, North Haven and Woodbridge, CT*

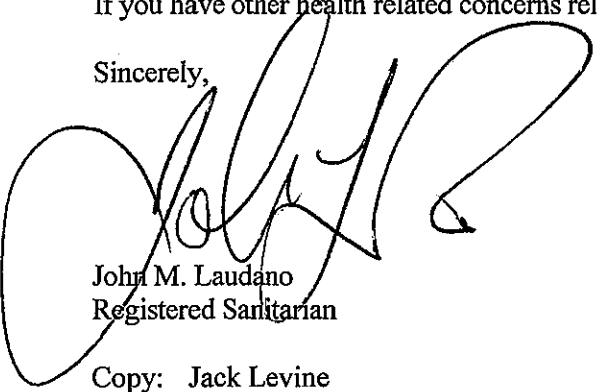
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3. **Rest Rooms.** New soap dispensers have been installed that no longer drip onto the sinks and floors. This has eliminated labor hours wasted cleaning those areas.

If you have other health related concerns related to the Amity school system please call us.

Sincerely,



John M. Laudano  
Registered Sanitarian



Lynn Fox, R.S.  
Chief, Environmental Services

Copy: Jack Levine  
Richard Dellinger  
Jim Saisa  
Veronica Puleo  
The TFS Team via Veronica Puleo

Quinnipiac Valley Health District

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



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

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

**January 7, 2013**

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

**New Hire(s):**

**Amity Reg. District Offices – Woodbridge – None**

**Amity Reg. High School – Woodbridge – None**

**Amity Reg. Middle Schools – Orange – None**

**Amity Reg. Middle School – Bethany – None**

**Coaches:**

**Amity Reg. High School – Woodbridge – None**

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

**Resignation(s):**

Frank DeRubeis – Varsity Boys' Lacrosse – Amity Reg. High School  
Robert Purcell – Varsity Softball – Amity Reg. High School  
Meghan Yeager – Asst. Varsity Girls' Soccer – Amity Reg. High School

**Retirement(s) – None**

JJB/pfc

# **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: Return Funds to Member Towns

Date: December 28, 2012

The audited financial statements for the fiscal year ended June 30, 2012, has a balance of \$329,571, which should be returned to the Member Towns, as follows:

Town of Bethany	\$ 67,513
Town of Orange	\$159,542
Town of Woodbridge	<u>\$102,516</u>
Total	\$329,571

**Amity Finance Committee:**

***Move to recommend to the Amity Board of Education that the Superintendent of Schools be authorized to return the balance of \$329,571 from the fiscal year ended June 30, 2012, to the Member Towns, as follows: Town of Bethany - \$67,513; Town of Orange - \$159,542; Town of Woodbridge - \$102,516.***

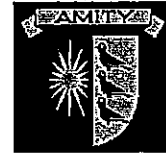
**Amity Board of Education:**

***Move to authorize the Superintendent of Schools to return the balance of \$329,571 from the fiscal year ended June 30, 2012, to the Member Towns, as follows: Town of Bethany - \$67,513; Town of Orange - \$159,542; Town of Woodbridge - \$102,516.***



# **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: Award of Contract of \$35,000 or More

Date: January 3, 2013

In December 2012, I negotiated a two-year contract with Xerox to have them provide toner, maintenance kits and fusers, as well as service, for the District's printers at a substantial savings. We will receive all supplies and services for the District's printers at an estimated savings of about \$15,000 per year. For example, the estimated cost per printed page of black and white will be lowered from \$0.08 (we now purchase toner cartridges from Hewlett-Packard Company) to \$0.02, or a 75 percent reduction in cost.

The two-year contract requires a monthly minimum charge of \$1,078.35. The District will pay \$0.02 per black and white print and \$0.17 per color print over and above the base volume. The total cost of the contract for two years will be under \$35,000. Therefore, the Board did not need to approve it.

The contract automatically provides consecutive terms of 12 months after the initial two-year period. It also grants either party the right to terminate the agreement, without penalty, with 90 days written notification. I would like to obtain Board approval to extend the contract up to five years (original two-year contract plus three optional years) if the product and service is satisfactory. If we were to do this, the total cost would exceed \$35,000.

I would recommend the following motions:

**Amity Finance Committee:**

***Move to recommend the Amity Board of Education authorize the Director of Finance and Administration to extend the Xerox contract for toner, maintenance kits and fusers, as well as service, for the District's printers, up to five years, at the contract price.***

**Amity Board of Education:**

***Move to authorize the Director of Finance and Administration to extend the Xerox contract for toner, maintenance kits and fusers, as well as service, for the District's printers, up to five years, at the contract price.***



## AMITY REGIONAL SCHOOL DISTRICT NO. 5

BETHANY \* ORANGE \* WOODBRIDGE

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

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

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

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

Re: Update on Preliminary Superintendent's Proposed 2013-2014 Budget

Date: January 8, 2013

I will present the budget in detail at the special meeting of the Amity Finance Committee on Monday, January 28, 2012, at 5:30 p.m. in the High School Cafeteria. Board Members are encouraged to attend. The budget package will be distributed on January 15<sup>th</sup>. At our January 14<sup>th</sup> meeting, I want to give you an update on where the preliminary 2013-2014 budget stands and get your feedback.

My preliminary 2013-2014 budget is up by \$1,688,804, or 3.87 percent. The impact to the member towns is an increase of \$2,419,513, or 5.81 percent. There are several major drivers of the 2013-2014 budget. First, Federal and State governments have tasked local school districts with unfunded or underfunded mandates. Second, we have postponed program enhancements and technology needs due to budget constraints; however, we can no longer hold back on these if we want to provide the tools our students need to be college and career ready. Third, we have rung out all of the large cost savings from the system and implemented many efficiencies over the past 8 years. We have had budget-to-budget increases of just over 1% (including debt service) on average for the past four years. Fourth, our current 2012-2013 budget increased expenditures only 0.47 percent, and we will not have funds from this year's budget to designate for next year's budget to help reduce member town allocations.

The Board of Education's Curriculum Committee wanted the Amity Finance Committee and full Board to discuss two items, which are not currently in my preliminary budget.

### Graduate Study

**\$15,000**

An important source of information concerning the effectiveness of our high school curriculum is our recent alumni members. A study of this nature would obtain important and meaningful input from recent graduates. The specific emphasis is on how specific high school offerings helped or hindered graduates in succeeding in college or the work force.

**EMC Storage System for Server Virtualization**

**\$120,498**

This would eliminate replacing 3 servers every three years. We currently have 15 servers. We can consolidate this into two physical boxes. Virtualization will require less management; it can provide better performance, higher availability; and all of the servers can be physically located in one small rack. The estimated payback is about 9 years.

If the graduate study and EMC Storage System for Server Virtualization were added to the budget, total operating expenses would increase by \$1,824,302, or 4.18 percent. The member town allocations would be, as follows:

Bethany	+ \$ 270,838	+3.15%
Orange	+ \$1,394,222	+6.74%
Woodbridge	+ <u>\$ 889,951</u>	+ <u>7.19%</u>
<b>Total</b>	<b>+ \$2,555,011</b>	<b>+6.13%</b>

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2012-2013**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2011-2012	2012-2013	NOV '12	CHANGE	DEC '12	VARIANCE	COL 7
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	FAV UNF
1	MEMBER TOWN ALLOCATIONS	41,199,830	41,664,551	41,664,551	0	41,664,551	0	FAV
2	OTHER REVENUE	202,397	209,505	218,032	12,259	230,291	20,786	FAV
3	OTHER STATE GRANTS	610,679	1,043,577	878,800	(77,499)	801,301	(242,276)	UNF
4	MISCELLANEOUS INCOME	1,031,364	409,182	409,967	37	410,004	822	FAV
5	BUILDING RENOVATION GRANTS	478,125	286,347	286,347	0	286,347	0	FAV
6	TOTAL REVENUES	43,522,395	43,613,162	43,457,697	(65,203)	43,392,494	(220,668)	UNF
7	SALARIES	22,713,423	22,926,055	23,070,474	(1,841)	23,068,633	142,578	UNF
8	BENEFITS	5,498,457	5,035,918	5,053,559	21	5,053,580	17,662	UNF
9	PURCHASED SERVICES	5,491,309	6,923,720	6,586,694	(9,376)	6,577,318	(346,402)	FAV
10	DEBT SERVICE	5,633,460	5,364,858	5,342,896	0	5,342,896	(21,962)	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,946,315	3,040,193	2,987,867	64,561	3,052,428	12,235	UNF
12	EQUIPMENT	320,059	56,887	56,887	0	56,887	0	FAV
13	IMPROVEMENTS / CONTINGENCY	33,637	150,000	150,000	(79,561)	70,439	(79,561)	FAV
14	DUES AND FEES	106,191	115,531	119,789	0	119,789	4,258	UNF
15	TRANSFER ACCOUNT	150,050	0	0	0	0	0	FAV
16	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
17	TOTAL EXPENDITURES	42,892,901	43,613,162	43,368,166	(26,196)	43,341,970	(271,192)	FAV
18	SUBTOTAL	629,494	0	89,531	(39,007)	50,524	50,524	FAV
19	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	77	0	0	0	0	0	FAV
20	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:							
21	LESS: ASSIGNED TO NEXT YEAR'S BUDGET	(300,000)		0	0	0	0	FAV
22	LESS: COMMITTED TO ERRP	0	0	0	0	0	0	FAV
23	NET BALANCE / (DEFICIT)	329,571	0	89,531	(39,007)	50,524	50,524	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 2012-2013**

LINE	CATEGORY	COLUMN 1 2011-2012 ACTUAL	COLUMN 2 2012-2013 BUDGET	COLUMN 3 NOV '12 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 DEC '12 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	BETHANY ALLOCATION	8,439,785	8,591,647	8,591,647	0	8,591,647	0	FAV
2	ORANGE ALLOCATION	19,944,426	20,687,700	20,687,700	0	20,687,700	0	FAV
3	WOODBRIIDGE ALLOCATION	12,815,619	12,385,204	12,385,204	0	12,385,204	0	FAV
4	MEMBER TOWN ALLOCATIONS	41,199,830	41,664,551	41,664,551	0	41,664,551	0	FAV
5	ADULT EDUCATION	3,244	3,307	2,936	0	2,936	(371)	UNF
6	PARKING INCOME	30,054	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	977	2,500	1,500	0	1,500	(1,000)	UNF
8	ATHLETICS	25,948	22,000	23,500	0	23,500	1,500	FAV
9	TUITION REVENUE	69,232	76,028	86,382	24,477	110,869	34,831	FAV
10	TRANSPORTATION INCOME	72,942	75,670	73,714	(12,218)	61,496	(14,174)	UNF
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	202,397	209,505	218,032	12,259	230,291	20,786	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	610,679	1,043,577	878,800	(77,499)	801,301	(242,276)	UNF
15	OTHER STATE GRANTS	610,679	1,043,577	878,800	(77,499)	801,301	(242,276)	UNF
16	RENTAL INCOME	29,701	29,000	29,000	0	29,000	0	FAV
17	CAPITAL RESERVE	0	0	0	0	0	0	FAV
18	CONSTRUCTION SINKING DEBT FUND	262,000	0	0	0	0	0	FAV
19	DESIGNATED FROM PRIOR YEAR	675,000	300,000	300,000	0	300,000	0	FAV
20	EARLY RETIREE REINSURANCE PROGRAM	0	64,034	63,956	0	63,956	(78)	UNF
21	OTHER REVENUE	64,663	16,148	17,011	37	17,048	900	FAV
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	1,031,364	409,182	409,967	37	410,004	822	FAV
24	BUILDING RENOVATION GRANTS	478,125	286,347	286,347	0	286,347	0	FAV
25	TOTAL REVENUES	43,522,395	43,613,162	43,457,697	(65,203)	43,392,494	(220,668)	UNF

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 2012-2013**

	COLUMN 1 2011-2012 ACTUAL	COLUMN 2 2012-2013 BUDGET	COLUMN 3 NOV '12 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 DEC '12 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
LINE	CATEGORY						
1	19,210,777	19,326,825	19,439,377	5,729	19,445,106	118,281	UNF
2	3,502,646	3,599,230	3,631,097	(7,570)	3,623,527	24,297	UNF
3	22,713,423	22,926,055	23,070,474	(1,841)	23,068,633	142,578	UNF
4	294,034	298,468	298,656	(24)	298,632	164	UNF
5	221,612	229,591	225,096	(18)	225,078	(4,513)	FAV
6	119,070	134,184	154,010	0	154,010	19,826	UNF
7	259,310	247,121	247,121	0	247,121	0	FAV
8	3,272,420	2,799,458	2,799,458	0	2,799,458	0	FAV
9	376,753	394,346	394,346	0	394,346	0	FAV
10	45,356	44,438	45,761	63	45,824	1,386	UNF
11	9,345	9,582	10,381	0	10,381	799	UNF
12	599,032	663,791	663,791	0	663,791	0	FAV
13	113,827	87,264	87,264	0	87,264	0	FAV
14	24,093	8,118	8,118	0	8,118	0	FAV
15	131,225	107,557	107,557	0	107,557	0	FAV
16	32,380	12,000	12,000	0	12,000	0	FAV
17	5,498,457	5,035,918	5,053,559	21	5,053,580	17,662	UNF
18	9,076	11,564	11,564	0	11,564	0	FAV
19	63,014	69,140	69,140	0	69,140	0	FAV
20	976,948	930,829	917,755	0	917,755	(13,074)	FAV
21	58,791	71,487	71,487	15,000	86,487	15,000	UNF
22	2,108,674	2,524,305	2,426,766	0	2,426,766	(97,539)	FAV
23	158,330	166,770	162,761	0	162,761	(4,009)	FAV
24	68,605	73,748	73,748	0	73,748	0	FAV
25	1,971,800	2,984,225	2,761,821	(24,376)	2,737,445	(246,780)	FAV
26	76,071	91,652	91,652	0	91,652	0	FAV
27	5,491,309	6,923,720	6,586,694	(9,376)	6,577,318	(346,402)	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 2012-2013**

LINE	CATEGORY	COLUMN 1 2011-2012 ACTUAL	COLUMN 2 2012-2013 BUDGET	COLUMN 3 NOV '12 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 DEC '12 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
28	5830-INTEREST	1,832,444	1,679,858	1,657,896	0	1,657,896	(21,962)	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,801,016	3,685,000	3,685,000	0	3,685,000	0	FAV
30	DEBT SERVICE	5,633,460	5,364,858	5,342,896	0	5,342,896	(21,962)	FAV
31	5410-UTILITIES, EXCLUDING HEAT	749,270	812,299	790,660	0	790,660	(21,639)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	675,754	672,721	672,721	0	672,721	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	321,269	359,292	354,492	0	354,492	(4,800)	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	185,312	179,208	179,208	0	179,208	0	FAV
35	5620-OIL USED FOR HEATING	331,360	217,839	37,657	0	37,657	(180,182)	FAV
36	5621-NATURAL GAS	0	0	149,495	0	149,495	149,495	UNF
37	5627-TRANSPORTATION SUPPLIES	153,298	204,967	204,967	0	204,967	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	71,131	106,331	111,131	0	111,131	4,800	UNF
39	5642-LIBRARY BOOKS & PERIODICALS	22,439	21,607	21,607	0	21,607	0	FAV
40	5690-OTHER SUPPLIES	436,482	465,929	465,929	64,561	530,490	64,561	UNF
41	SUPPLIES (INCLUDING UTILITIES)	2,946,315	3,040,193	2,987,867	64,561	3,052,428	12,235	UNF
42	5730-EQUIPMENT - NEW	124,486	28,671	28,671	0	28,671	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	195,573	28,216	28,216	0	28,216	0	FAV
44	EQUIPMENT	320,059	56,887	56,887	0	56,887	0	FAV
45	5715-IMPROVEMENTS TO BUILDING	4,785	0	0	0	0	0	FAV
46	5720-IMPROVEMENTS TO SITES	28,852	0	17,550	0	17,550	17,550	UNF
47	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
48	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(17,550)	(79,561)	(97,111)	(97,111)	FAV
49	5855-CAPITAL RESERVE	0	0	0	0	0	0	FAV
50	IMPROVEMENTS / CONTINGENCY	33,637	150,000	150,000	(79,561)	70,439	(79,561)	FAV
51	5580-STAFF TRAVEL	20,111	19,476	19,476	0	19,476	0	FAV
52	5581-TRAVEL - CONFERENCES	17,402	15,339	15,339	0	15,339	0	FAV
53	5810-DUES & FEES	68,678	80,716	84,974	0	84,974	4,258	UNF
54	DUES AND FEES	106,191	115,531	119,789	0	119,789	4,258	UNF
55	5856-TRANSFER ACCOUNT	150,050	0	0	0	0	0	FAV
56	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
57	TOTAL EXPENDITURES	42,892,901	43,613,162	43,368,166	(26,196)	43,341,970	(271,192)	FAV

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES & EXPENDITURES BY CATEGORY  
FINANCIAL ANALYSIS  
FOR THE FISCAL YEAR 2012-2013**

**DECEMBER 2012**

**SUMMARY OF COST SAVINGS AND EFFICIENCIES**

Below is a list of the cost savings and efficiencies implemented for the current fiscal year:

- We have implemented the self funded insurance program for medical and dental benefits. The target savings is \$525,000, which is included in the 2012-2013 budget.
- Amity High School heating equipment and cafeteria kitchen, culinary kitchen, garage and field house will use natural gas rather than fuel oil and propane. The target savings is \$120,000, which is included in the 2012-2013 budget.
- The District is working with our insurance provider (CIRMA) to institute a 'budget stabilization program' for Liability-Automobile-Property (LAP) coverages, which includes enhanced risk control services, and a multiple-year coverage period with stabilized rates applicable to annual contributions. Thus, we will be identifying and implementing risk control initiatives. This will cap premium increases to 5 percent over the prior year for the next two fiscal years.
- The Cable Advisory Council Area 2 (CAC) awarded \$18,325 on the government grant application for the October 1, 2011 to September 2012. This grant had been submitted by the high school administration.
- The District has switched its third-party agent for reviewing State unemployment compensation. This should reduce costs.
- We negotiated a 'storage fee' for the unused heating oil from last fiscal year down to 10 cents per gallon per month from the initial proposal of 15 cents per gallon per month, which saved \$10,607.
- The District refinanced 2008 bonds. Moody's Investor Service reviewed and assigned a rating of Aa1 to the District. Due to the District and Member Towns' high bond ratings and timing in the market, we obtained total savings of \$357,271.67. These savings will offset the interest cost of \$201,964.17 on the bonds for the high school roof restoration, air handling unit replacement in the high school boys' and girls' locker rooms including the piping of the new cooling coils, and repaving at Orange Middle School.



**SUMMARY OF COST SAVINGS AND EFFICIENCIES**  
**(Continued)**

- The Finance Office implemented several efficiencies, including:
  - ✓ Most of the collection of fees (over \$200,000) for Student Activity Accounts and Special Revenue Accounts are being done on-line by using MyPaymentsPlus. This has greatly reduced processing time in the schools and improved audit controls.
  - ✓ Staff reimbursements for mileage and other business expenses are being made by direct deposit. In addition, many of the high used vendors are being switched to direct deposit.
  - ✓ Remote deposit of checks into various bank accounts is saving time in preparing bank bags for each deposit and limiting the number of courier transactions required.
- The Technology Department has instituted a number of cost savings, including:
  - ✓ We are purchasing the iPad 2 in quantities of 10 and saving \$20 per iPad.
  - ✓ The department has used its staff rather than an outside contractor to install smart boards and projectors. To-date, we have saved \$2,400.
  - ✓ Apps are being purchased through the volume purchasing program at half price.
  - ✓ We are now participating in Microsoft's new Open Licensing Program, which is based on current full-time equivalent employees rather than the number of computers and servers. This saved approximately \$11,000, which is included in the 2012-2013 budget.
- Two students who had been placed out of district were returned to the District. Estimated savings are \$94,000. Other savings of about \$34,000 have been realized due to two fewer students in the vo-ag schools.
- Facilities Director negotiated reduced pricing for Bethany and Orange Middle School fire alarm inspections for a savings of \$4,140.
- Facilities implemented chiller optimization at both middle schools. This was accomplished by installing circuit boards and programming the Building Management System to look at humidity, dry bulb, and outside air temperatures and reset the chilled water temperature accordingly. The chilled water temperature was previously set at 44 degrees but now resets up to 52 degrees. This saves large amounts of energy.
- All lights in all schools are on motion sensors and/or light sensors to optimize energy savings. The lights are also programmed through the Building Management System to optimize savings.

**SUMMARY OF COST SAVINGS AND EFFICIENCIES**  
**(Continued)**

- The Field House air handler is now monitored and programmed so it is on only during occupied times. It had been on 24/7 with a thermostat at a set temperature.
- Trash and recycling services were bid for a three-year contract, which resulted in a savings of \$2,693.
- A terminal reheat strategy was implemented for the boiler plants at both middle schools. By using the Building Management System, we can monitor the system more efficiently and realize energy savings.
- To support the new wireless infrastructure, the Technology Department added 30 Ethernet drops for the new wireless access points. In the past, we had contractors install the network wiring at a cost of about \$100 per drop.
- The Technology Department consolidated the Student and Staff File Servers in each Middle School so we now only use one server at each Middle School. This eliminated the need to replace 2 servers at a savings of about \$16,000.
- The Technology Department replaced the 40 CRT monitors with flat screen LCD monitors at the Middle Schools. The LCD monitors are more energy efficient. The estimated savings on electricity is about \$20 per year per monitor, or about \$800 per year.
- We have encouraged printing off of the copiers rather than printers, which has saved thousands of dollars in toner and repairs and replacements of printers.
- All bids require both written proposals and CD file. We now can review the paper submission but retain only the CD file copy. This saves a considerable amount of file space.
- Bethany Middle School stopped ordering 3-part, carbonless, printed field trip permission forms this year. The printed forms cost approximately \$0.15 each. The school uses approximately 2,000 forms a year. The school copies the forms on the copier machine at less than the cost to print the forms.
- Electronic permission slips are used with the MyPaymentsPlus program, which reduces paper costs and staff time.

**SUMMARY OF COST SAVINGS AND EFFICIENCIES**  
**(Continued)**

*In addition to the above-mentioned cost savings and efficiencies, the following actions were taken:*

- *We negotiated a two-year contract with Xerox to supply toner, maintenance kits and fusers, as well as service, for the District's printers at a substantial savings. For example, the price per copy of black and white printed pages will be lowered from \$0.08 (which we now pay Hewlett-Packard Company) to \$0.02, or a 75 percent reduction in cost. The estimated annual savings is \$15,000.*
- *We ordered a cell phone signal enhancer for \$400 to see if we can improve cell phone communications in case of an emergency.*
- *Bethany Middle School will be publishing their student newspaper, The Spartan Forum, digitally instead of making copies. There are usually 3 to 4 editions each year. Each edition is 8 to 12 pages, and we usually make 400 copies. So, minimally we will be saving 9,600 pieces of paper and related copying costs. Orange Middle School is pursuing an electronic English newspaper project.*

## **2012-2013 FORECAST**

The projected net balance of revenues and expenditures for this fiscal year is **\$50,524 FAV** (*previously \$89,484 FAV*), which appears on page 1, column 6, line 18.

### **REVENUES BY CATEGORY**

The projected yearend balance of revenues is **\$220,668 UNF** (*previously \$155,465 UNF*), 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 7 on Page 2: INVESTMENT INCOME:**

The average interest rates by month for the State Treasurer's Investment Fund (STIF) are shown below:

#### **Average Interest Rates by Month**

<b><u>Month</u></b>	<b><u>Rate</u></b>
June	0.09%
July	0.21%
August	0.22%
September	0.18%
October	0.14%
November	0.21%
<i>December</i>	<i>0.11%</i>

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

The forecast is based on estimated fees to be collected.

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

*The forecast includes seven tuition students at full price, one of which is for part of the school year.*

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

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

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

*Based on the estimated tuition expenses at this time, the special education grants are projected to be lower than budgeted. The forecast and budget use a reimbursement rate of 75 percent. The December SEDAC report reflected a decrease in special education expenditures for FY 13, resulting in a decrease in State funding.*

**LINE 20 on Page 2: EARLY RETIREE REINSURANCE PROGRAM;**

The District was notified we must return \$78.32, which has been deemed 'an overpayment' of the Early Retiree Reinsurance Program grant.

**LINE 21 on Page 2: OTHER REVENUE:**

*The forecast is based on revenues received to-date.*

## **EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is **\$271,192 FAV** (previously \$244,949 FAV), which appears on page 4, column 6, line 57.

### **LINE 1 on Page 3: 5111-CLASSIFIED SALARIES:**

The estimated savings due to staff turnover (i.e., replacing teachers who retired or resigned at a lower salary) was \$66,580 compared to the budget of \$125,000. Thus, we had an unfavorable variance of **\$58,420 UNF**. Additional sections were added for World Language and Mathematics due to enrollment, and Reading for mandated IEP reading services. This resulted in an unfavorable variance of **\$53,706 UNF**. In addition, the High School will use substitutes/tutors rather than interns. A budget transfer of **\$27,000 UNF** from 5330-Other Professional and Technical Services to 5111-Certified Salaries was made to pay for the substitutes/tutors. Partially offsetting these, Bethany Middle School will use a second intern rather than a bench sub. A budget transfer of **\$13,926 FAV** from 5111-Certified Salaries to 5330-Other Professional and Technical Services was made. *The forecast is based on the current staff.*

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

Overtime is projected to exceed budget at this time. *The forecast is based on the current staff.*

### **LINE 4 on Page 3: 5200-MEDICARE – ER:**

*The forecast is based on projected salaries.*

### **LINE 5 on Page 3: 5210-FICA – ER:**

*The forecast is based on projected salaries.*

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

Workers' compensation insurance budget was based on information from our insurance carrier in December 2011. The premium increase was budgeted at 10 percent. Unfortunately, the District's claims experience was significantly higher than expected in the second half of the fiscal year, which resulted in the premiums rising 26.9 percent over last fiscal year's actual premiums. Our insurance carrier (Trident Insurance) and several other carriers refused to provide a bid. Connecticut Interlocal Risk Management Agency (CIRMA) submitted the only bid of \$149,010, or **\$19,826 UNF** over budget. The payroll audit is budgeted at \$5,000 and will be done later in the fiscal year.

**LINES 7, 8 and 9 on Page 3: 5231, 5251 and 5860: MEDICAL AND DENTAL SELF-INSURANCE AND OPEB TRUST EXPENDITURES:**

The chart below depicts the actual claims, fixed costs, employer's share of High Deductible Health Plan (HDHP), formerly called Health Savings Accounts (HSA), voluntary early retirement plan payments, less employees' premium share, retiree payments, and payments from the OPEB Trust. The annual budget is spread evenly by month.

***Medical and Dental***

<b><u>MONTH</u></b>	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>VARIANCE</u></b>
July 2012	\$ 194,542.58	\$ 253,882	(\$ 59,339.42)
August 2012	\$ 274,862.00	\$ 253,882	\$ 20,980.00
September 2012	\$ 97,660.57	\$ 253,882	(\$ 156,221.43)
October 2012	\$ 146,751.36	\$ 253,882	(\$ 107,130.64)
November 2012	<b><u>\$ 208,398.68</u></b>	<b><u>\$ 253,882</u></b>	<b><u>(\$ 45,483.32)</u></b>
<b><i>Totals To-Date</i></b>	<b><u>\$ 922,215.19</u></b>	<b><u>\$1,269,410</u></b>	<b><u>(\$ 347,194.81)</u></b>

***Self-Insurance Fund Reserve Balance***

	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>VARIANCE</u></b>
<b><i>ERRP</i></b>	\$ 63,956.00	\$ 63,956	\$ 0
<b><i>Actual to Budget Variance</i></b>	<b><u>\$ 347,194.81</u></b>	<b><u>\$ 390,000</u></b>	<b><u>\$ 42,805.19</u></b>
<b><i>Total Reserve Balance</i></b>	<b><u>\$ 411,150.81</u></b>	<b><u>\$ 453,956</u></b>	<b><u>\$ 42,805.19</u></b>

**Notes:**

- (1) The Reserve Balance is subject to swings, plus or minus, primarily due to the amount of claims paid each month.
- (2) The Self-Insurance Fund Reserve Balance Budget of \$453,956 is the projected balance on June 30, 2013. The expectation is the actual reserve balance will steadily increase throughout the fiscal year PROVIDED actual claims remain at or below budget.

**LINE 10 on Page 3: 5260-LIFE INSURANCE:**

***The forecast is based on the current staffing.***

**LINE 11 on Page 3: 5275-DISABILITY INSURANCE:**

***The forecast is based on the current staffing.***

**LINE 16 on Page 3: 5290-UNEMPLOYMENT COMPENSATION:**

The District has switched its third-party agent for reviewing State unemployment compensation. We believe this will enhance the review of claims and payments.

**LINE 20 on Page 3: 5330-OTHER PROFESSIONAL & TECHNICAL SRVC.:**

Bethany Middle School hired a second intern rather than a bench sub. A budget transfer of \$13,926 UNF from 5111-Certified Salaries to 5330-Other Professional and Technical Services was made to cover this expenditure. Amity High School will use 2 substitutes/tutors rather than interns. A budget transfer of \$27,000 FAV from 5330-Other Professional and Technical Services to 5111-Certified Salaries was made to cover this expenditure.

**LINE 21 on Page 3: 5440-RENTALS-LAND, BLDG., EQUIPMENT:**

*A budget transfer of \$15,000 UNF from Contingency Account has been requested to pay West Haven Public Schools as a donation towards a Zamboni for Bennett Field. In return, Amity's ice rental fee would remain at \$374 per hour for the fiscal year 2013-2014. Also, the \$15,000 donation will be credited towards ice rental time in 2013-2014. The estimated net savings is \$2,500 to \$3,000 in 2013-2014 as a result of rental ice time not increasing.*

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

The forecast projects special education transportation to be \$97,539 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 2011. The LAP insurance was awarded to Connecticut Interlock Risk Management Agency (CIRMA) at the bid price of \$148,997, or \$2,773 FAV under budget. In addition, the Student Accident Insurance premium of \$13,764 is \$1,236 FAV under budget.

**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 \$29,580 FAV (previously \$22,704 FAV) under budget.

	<u>FY08-09</u> <u>ACTUAL</u>	<u>FY09-10</u> <u>ACTUAL</u>	<u>FY10-11</u> <u>ACTUAL</u>	<u>FY11-12</u> <u>ACTUAL</u>	<u>FY12-13</u> <u>BUDGET</u>	<u>FY12-13</u> <u>ACTUAL</u>
Sound	9	9	7	6	7	9
Trumbull	1	2	4	3	4	2
Nonnewaug	4	5	5	3	4	2
ACES						
Wintergreen						
Magnet	0	0	0	0	0	2
Totals	14	16	16	12	15	15



Public (ACES) and private out-of-district placements are projected at **\$214,473 FAV** (previously \$196,973 FAV) under budget.

	<u>FY08-09</u> <u>ACTUAL</u>	<u>FY09-10</u> <u>ACTUAL</u>	<u>FY10-11</u> <u>ACTUAL</u>	<u>FY11-12</u> <u>ACTUAL</u>	<u>FY12-13</u> <u>BUDGET</u>	<u>FY12-13</u> <u>ACTUAL</u>
Public SPED	9	7	6	6	9	7
Private SPED	21	20.5	21	24	30	23
Totals	30	27.5	27	30	39	30

Note: 0.5 is a part-time student.

The District has 27 students attending ECA. The total expenditure is **\$2,727 FAV** over budget.

**LINE 28 on Page 4: 5830-INTEREST:**

The District refinanced 2008 bonds on July 26, 2012. Total savings are \$357,271.67. The savings for this fiscal year will be **\$21,961.67 FAV**.

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

If approved by the Amity Finance Committee and Amity Board of Education, the budget of **\$17,000 FAV** for propane to heat the field house and facilities garage and provide gas to the kitchen facilities will be moved to a new account, 5621-Natural Gas.

The District received the load shed credits for last fiscal year's participation. The total amount was **\$12,455.27 FAV**. Due to the uncertainty of whether or not we would earn credits, this had not been budgeted.

Sewer expenses are projected to exceed budget by **\$7,816 UNF**. The primary reason is a change in the billing method. In the past, charges were based on actual usage for the quarter. This has been modified. The billing is now based on the prior year's usage.

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

*We have spent \$12,875 on snow removing and sanding as of December 31, 2012. The budget is \$47,000.*

*During November 2012, we conducted the required five-year test for radon at Amity High School. This was planned and in the budget. Room 535 tested higher than the EPA action level of 4.0 pCi/L on both the original test (November 13 – November 15, 2012) and the second test (November 27 – November 29, 2012). The second test was 4.1 pCi/L. Thus, remediation was necessary. Connecticut Basement Systems Radon, Inc. did the remediation over the holiday break at a cost of \$1,300.*

*We installed an electronic lock system for the District Offices that allow us to keep the door locked during the day and buzz-in people as they come to the door. The cost was \$1,800.*

*The District incurred expenditures due to property damage caused by Hurricane Sandy. We have submitted costs of \$14,948.10 to our insurance carrier. We are waiting on several invoices for other storm-related repairs. These expenses have been, or will be, charged to this account. If any of the costs are not reimbursed by the insurance company, we plan to submit a claim to FEMA. Our insurance deductible is \$1,000.*

**LINE 33 on Page 4: 5611-INSTRUCTIONAL SUPPLIES:**

A budget transfer of \$4,800 FAV was approved to move funds into the Textbooks account to purchase additional Chinese and Spanish textbooks due to higher than expected enrollment.

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

The budget of \$132,495 FAV for natural gas to heat the high school was moved to a new account, 5621-Natural Gas.

Due to the warm weather, there were 34,886 gallons of unused heating oil from 2011-2012. The 'storage fee' for these gallons of heating oil is \$21,943, or \$10,607 FAV under budget. The 'storage fee' was initially proposed at 15 cents per gallon per month, but we negotiated it down to 10 cents per gallon per month. The budget assumed the purchase of 10,000 gallons of heating oil at \$3.50 per gallon for the middle schools. With the large carryover of unused heating oil, the forecast assumes the purchase of 5,000 gallons at \$3.1429 per gallon, or an estimated savings of \$19,285 FAV.

**LINE 36 on Page 4: 5621-NATURAL GAS:**

The Finance Office set up a new account for natural gas expenditures.

The budget for natural gas at the high school is \$132,495 (12,045 MBTU at \$11 each MBTU). The number of MBTU (million British thermal units) is calculated by dividing the estimated heating oil usage of 86,000 gallons by 7.14. This is included in the adopted 2012-2013 budget under 5620-Oil Used for Heating. A budget transfer was approved to move \$132,495 into this new account.

The budget for propane to heat the field house and facilities garage and provide gas to the kitchen facilities is \$17,000. This is included in the adopted 2012-2013 budget under 5410-Utilities-Excluding Heat. A budget transfer was approved to move \$17,000 into this new account.

At this time, the forecast projects expenditures for this new account will be \$149,495. Since these expenditures were budgeted in other accounts, the forecast shows an unfavorable variance of \$149,495 UNF. This is offset by the favorable variances of \$17,000 in 5410-Utilities, Excluding Heat and \$132,495 in 5620-Oil Used for Heating.

*Heating degree days as of December 21, 2012 were 1,363 compared to a normal of 1,529, or about 11 percent under normal.*

**LINE 38 on Page 4: 5641-TEXTS & DIGITAL RESOURCES:**

*The title of this account has been changed from "Textbooks" to "Texts & Digital Resources".*

A budget transfer of \$4,800 UNF was approved to purchase additional Chinese and Spanish textbooks due to higher than expected enrollment.

**LINE 40 on Page 4: OTHER SUPPLIES:**

*A budget transfer of \$64,561 UNF from Contingency Account has been requested to pay Pearson School Systems for PowerSchool software and related support services. The student information system will support comprehensive data reporting in a timely manner for administrators, teachers, and parents. All three of our member town elementary school districts are or will be using this system. This will allow for direct data transfer for incoming grade 7 students. By paying for this system now, we negotiated a discount of \$18,114 from the original price.*

**LINE 46 on Page 4: 5720-IMPROVEMENTS TO SITES:**

The oil tank at Amity High School needed to be removed. The estimated cost is \$17,550 UNF. This was covered by a transfer from the Contingency Account.

**LINE 47 and LINE 48 on Page 4: 5850-CONTINGENCY:**

The forecast assumes the entire Contingency Account of \$150,000 will be spent by year end. *If the budget transfers are approved, the balance would be \$52,889 (previously the balance was \$132,450).*

September: \$17,550 – Natural gas is now being used at Amity High School. A budget transfer was made to remove the oil tank and pump the oil/sludge from the oil tank.

January: \$64,561 – Purchase PowerSchool software and related support services at a significantly discounted price.

January: \$15,000 – Pay West Haven Public Schools as a donation towards a Zamboni for Bennett Rink. In return, Amity's ice rental fee would remain at \$374 per hour for the fiscal year 2013-2014. Also, the \$15,000 donation will be credited towards ice rental time in 2013-2014.

**LINE 53 on Page 4: 5810-DUES AND FEES:**

A budget transfer of \$4,258 UNF was made to pay for the dues of the Connecticut Association of Schools and the Southern Connecticut Conference. These items were not included in the budget due to an oversight.

Amity Regional School District No. 5 - Budget Transfers 2012-2013

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2012	12	03111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 1,400.00	Polisson-Guest fiddler, tuner
July 2012	12	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ -1,400.00	Polisson-Guest fiddler, tuner
July 2012	13	01111009	5611	INSTRUCTIONAL SUPPLIES	\$ -160.00	Pencil sharpeners
July 2012	13	01111009	5690	OTHER SUPPLIES	\$ 160.00	Pencil sharpeners
July 2012	13	01111010	5641	TEXTBOOKS	\$ -20.00	CMEA price increase
July 2012	13	01111010	5810	DUES & FEES	\$ 20.00	CMEA price increase
July 2012	13	01132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -170.00	Media database
July 2012	13	01132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 170.00	Media database
August 2012	12	03142219	5611	INSTRUCTIONAL SUPPLIES	\$ -2,916.00	Auditorium Projector
August 2012	12	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 2,916.00	Auditorium Projector
August 2012	23	05142510	5521	GENERAL LIABILITY INSURANCE	\$ -1,100.00	Memberships
August 2012	23	03111015	5810	DUES & FEES	\$ 1,100.00	Memberships
August 2012	143	05142350	5690	OTHER SUPPLIES	\$ -1,000.00	RENEW ONLINE SUBSCRIPTION
August 2012	143	05142350	5690	OTHER SUPPLIES	\$ -495.00	RENEW ONLINE SUBSCRIPTION
August 2012	143	05142350	5690	OTHER SUPPLIES	\$ -275.00	EZ BIB
August 2012	143	05142350	5690	OTHER SUPPLIES	\$ -210.00	RENEW ONLINE SUBSCRIPTION
August 2012	143	02132220	5690	OTHER SUPPLIES	\$ 495.00	RENEW ONLINE SUBSCRIPTION
August 2012	143	01132220	5690	OTHER SUPPLIES	\$ 1,000.00	RENEW ONLINE SUBSCRIPTION
August 2012	143	01132220	5690	OTHER SUPPLIES	\$ 275.00	EZ BIB
August 2012	143	01132220	5690	OTHER SUPPLIES	\$ 210.00	RENEW ONLINE SUBSCRIPTION
September 2012	16	01132220	5690	OTHER SUPPLIES	\$ -485.00	Bethany Media Center database
September 2012	16	02132220	5690	OTHER SUPPLIES	\$ 485.00	Orange Media Center database
September 2012	20	04132140	5611	INSTRUCTIONAL SUPPLIES	\$ -15.00	NASP MEMBERSHIP DUES
September 2012	20	04132140	5810	DUES & FEES	\$ 15.00	NASP MEMBERSHIP DUES
September 2012	31	01111006	5641	TEXTBOOKS	\$ -110.00	TO ATTEND COLT CONFERENCE
September 2012	31	01111006	5810	DUES & FEES	\$ 110.00	TO ATTEND COLT CONFERENCE
September 2012	49	02132400	5810	DUES & FEES	\$ 340.00	MEMBERSHIP DUES
September 2012	49	02111010	5810	DUES & FEES	\$ -340.00	MEMBERSHIP DUES
September 2012	100	05142350	5690	OTHER SUPPLIES	\$ 399.00	IPAD for Athletic Trainer
September 2012	100	03113202	5690	OTHER SUPPLIES	\$ -399.00	IPAD for Athletic Trainer
September 2012	122	03142700	5510	PUPIL TRANSPORTATION	\$ 400.00	Funds for field trip
September 2012	122	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -400.00	Funds for field trip
September 2012	125	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ 320.00	Purchase CD's for Music Class
September 2012	125	03111010	5810	DUES & FEES	\$ -320.00	Purchase CD's for Music Class
September 2012	149	03111013	5641	TEXTBOOKS	\$ -1,000.00	Science Pilot Program
September 2012	149	05142350	5730	EQUIPMENT - NEW	\$ 1,000.00	Science Pilot Program
September 2012	176	04126113	5560	TUITION EXPENSE	\$ -2,100.00	SNAP LICENSE FOR NURSES
September 2012	176	04132190	5810	DUES & FEES	\$ 500.00	FEE FOR UNIFIED THEATER
September 2012	176	05142350	5690	OTHER SUPPLIES	\$ 1,600.00	SNAP LICENSE FOR NURSES
October 2012	32	04132190	5810	DUES & FEES	\$ 60.00	CONFERENCE FEES
October 2012	32	04132140	5581	TRAVEL - CONFERENCES	\$ 125.00	CONFERENCE FEES
October 2012	32	04126113	5560	TUITION EXPENSE	\$ -185.00	CONFERENCE FEES
October 2012	131	03111009	5641	TEXTBOOKS	\$ -400.00	purchase document camera
October 2012	131	03111009	5690	OTHER SUPPLIES	\$ 400.00	purchase document camera
October 2012	182	02111016	5611	INSTRUCTIONAL SUPPLIES	\$ 50.00	PURCHASE COMPOSITION BOOKS
October 2012	182	02111016	5690	OTHER SUPPLIES	\$ -50.00	PURCHASE COMPOSITION BOOKS
October 2012	184	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ -6.00	SHIPPING
October 2012	184	01111016	5690	OTHER SUPPLIES	\$ 6.00	SHIPPING
October 2012	221	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -742.00	PD
October 2012	221	03111001	5810	DUES & FEES	\$ 742.00	PD
October 2012	238	01111011	5810	DUES & FEES	\$ 170.00	CONFERENCE FEES
October 2012	238	01111011	5611	INSTRUCTIONAL SUPPLIES	\$ -170.00	CONFERENCE FEES
October 2012	239	01111011	5611	INSTRUCTIONAL SUPPLIES	\$ -135.00	CONFERENCE FEE T ELWELL
October 2012	239	01111011	5810	DUES & FEES	\$ 135.00	CONFERENCE FEE T ELWELL
November 2012	86	05142350	5690	OTHER SUPPLIES	\$ -1,600.00	SNAP LICENSE

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
November 2012	86	04126113	5560	TUITION EXPENSE	\$ 1,600.00	SNAP LICENSE
November 2012	112	02111009	5611	INSTRUCTIONAL SUPPLIES	\$ 799.00	CMT RESOURCES
November 2012	112	02111009	5690	OTHER SUPPLIES	\$ -799.00	CMT RESOURCES
December 2012	54	01111009	5611	INSTRUCTIONAL SUPPLIES	\$ 2,865.00	Subscriptions
December 2012	54	01142600	5620	OIL USED FOR HEATING	\$ -2,865.00	Subscriptions
December 2012	138	03111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -350.00	
December 2012	138	03111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 350.00	

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

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



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

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

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

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

Re: New Funding Requests for Fiscal Year 2012-2013

Date: December 20, 2012

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

## **PowerSchool Student Information System:**

At a special Amity Board of Education meeting on December 18, 2012, the Board authorized the Superintendent of Schools to sign a contract and issue a purchase order to Pearson School Systems of Rancho Cordova, California, to pay for PowerSchool software and related support services for \$64,560.44, payable in January 2013. Enclosed is Dr. Brady's memorandum explaining why we need a new student information system, the reasons for selecting this particular system, and the significant discount in price if we agreed to sign the contract by December 21, 2012.

***#1 – Move to make the following budget transfer of \$64,561 to pay Pearson School Systems of Rancho Cordova, California, for PowerSchool software and related support services.***

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency Account	\$64,561	
05-14-2350-5690	Other Supplies		\$64,561

## **Bennett Rink Zamboni:**

Athletic Director Paul Mengold was asked if Amity would donate \$15,000 towards the purchase of a Zamboni (machine used to clear off the ice), which would be used at the West Haven Ice Hockey rink. If we did this, our current ice rental fee of \$374 per hour would remain the same for 2013-2014 and the \$15,000 donation would be used as a credit for rental ice time in 2013-2014. It is estimated this will result in a net savings of \$2,500 to \$3,000 as a result of rental ice time not increasing in 2013-2014. Mr. Mengold said Notre Dame, University of New Haven and West Haven Youth Hockey are taking advantage of this deal.

***#2 – Move to make the following budget transfer of \$15,000 to pay West Haven Public Schools as a donation towards a Zamboni for Bennett Rink. In return, Amity's ice rental fee would remain at \$374 per hour for the fiscal year 2013-2014. Also, the \$15,000 donation will be credited towards ice rental time in 2013-2014.***

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency Account	\$15,000	
03-11-3202-5440	Rentals-Land, Bldg., Equipment		\$15,000

Enclosure

**CONTINGENCY ACCOUNT RECAP**

Budget		\$150,000
September:	Remove Oil Tank at Amity High School	<u>\$ 17,550</u>
Subtotal		\$132,450
January:	PowerSchool Student Information System	\$ 64,561
January:	Bennett Rink Zamboni Donation for Lower Ice Rental Fee	<u>\$ 15,000</u>
Balance		<u><u>\$ 52,889</u></u>



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

**BETHANY \* ORANGE \* WOODBRIDGE**

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

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

To: Members of Amity Board of Education  
From: Dr. John J. Brady, Superintendent of Schools  
Re: Award of Contract of \$35,000 or More  
Date: December 14, 2012

There is a strong need for Amity to implement a student information system that will support comprehensive data reporting in a timely manner for administrators, teachers, and parents. We intended to discuss this with the Board as the year progressed and we were clear about the system we would be adopting. However, the value to the district of a deal with PowerSchool, which must be completed by December 21<sup>st</sup>, has led us to accelerate the process.

We had expected the student information system study committee to ask for a delay in making a recommendation. Therefore, I informed the Board at the December meeting that a recommendation for a new student information system would come in the 2014-2015 budget. However, the committee strongly endorsed PowerSchool at its meeting on December 12<sup>th</sup> and asked to move ahead as soon as possible.

The system will generate detailed data reports for certified staff members to be able to analyze standardized testing data and ongoing progress as related to student achievement. Additionally, assignments, grades, attendance records, and other student information will be easily accessible to teachers, administrators and parents. Parents will receive alerts regarding the student's progress.

We found PowerSchool to be the best candidate for several reasons. First, all three of our member town elementary school districts are or will be using this system. This will allow for direct data transfer for incoming grade 7 students. Second, PowerSchool is being used successfully by 108 Connecticut school districts. Third, we have negotiated significant PowerSchool concessions, which require me to sign a contract and issue a purchase order no later than December 21, 2012.

The price is \$64,560.44. Pearson School Systems offered a discount of \$18,114, if we issue a purchase order by December 21<sup>st</sup>. The full price will need to be paid in January 2013. Part of the discount is due to paying for the system upfront. It is my intention to request at the January meeting that the purchase be paid out of the Contingency Account.



Award of Contract of \$35,000 or More  
December 14, 2012  
Page 2

I am recommending the following motion:

***Move that the Superintendent of Schools is authorized to sign a contract and issue a purchase order to Pearson School Systems of Rancho Cordova, California, to pay for PowerSchool software and related support and services for \$64,560.44, payable in January 2013. Further, the Board's Policy on bidding is waived.***

**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: 2013-2014 Budget Calendar  
Date: December 28, 2012

For planning purposes, the remaining key dates of the 2013-2014 budget calendar are, as follows:

January 15, 2013	Superintendent's Budget is mailed to Amity Finance Committee and Board of Education Members
January 28, 2013	Superintendent presents his budget proposal to Amity Finance Committee for discussion. Additional budget workshop date(s) will be set, if needed. All Board of Education members are invited to attend
February 4, 2013	Superintendent presents budget proposal to Board of Education for discussion. Additional budget workshop date(s) will be set, if needed.
February 11, 2013 (Held in Orange)	Amity Finance Committee discusses and possibly takes preliminary action on proposed budget
February 11, 2013 (Held in Orange)	Amity Board of Education discusses and possibly takes preliminary action on proposed budget
February 25, 2013	Amity Finance Committee discusses and takes action on the proposed budget (This meeting will take place, if necessary)
February 25, 2013	Amity Board of Education discusses and takes action on the proposed budget (This meeting will take place, if necessary)
T.B.A.	Superintendent presents the preliminary Board of Education Adopted 2013-2014 Budget to Bethany, Orange and Woodbridge Boards of Finance at a mutually convenient date and time

March 4, 2013- March 6, 2013	Superintendent will revise the proposed 2013-2014 Budget based on the most current information
March 7, 2013	Superintendent will distribute the proposed 2013-2014 Budget with recommended changes, if any, based on the most current information to Amity Finance Committee and Board of Education
March 11, 2013	Superintendent will discuss his proposed changes, if any, with the Amity Finance Committee. Amity Finance Committee will vote on the revised 2013-2014 Budget
March 11, 2013	Superintendent will discuss his proposed changes, if any, with the Board of Education. The Board of Education will vote on the revised 2013-2014 Budget
April 1, 2013 (Monday)	Public District Budget Hearing
April 1, 2013	Amity Finance Committee discusses and makes possible changes to 2013-2014 Budget
April 1, 2013	Amity Board of Education discusses and makes possible changes to 2013-2014 Budget
April 8, 2013	Amity Finance Committee takes final action on 2013-2014 Budget
April 8, 2013	Amity Board of Education takes final action on 2013-2014 Budget
May 7, 2013 (Tuesday)	Annual Public Budget Meeting to be adjourned to a referendum vote
May 8, 2013 (Wednesday)	Referendum

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

Finance Committee	12/10/12
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Curriculum Committee	12/13/12
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Facilities Committee	12/18/12
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## MINUTES

**COMMITTEE MEMBERS PRESENT:** Janet Brunwin, Matthew Giglietti, John Grasso, James Horwitz, Joseph Nuzzo, James Stirling

**Also Present:** John Brady, Jack Levine, Marianne Lippard, Marie McPadden

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A meeting of the Finance Committee of the Amity Regional Board of Education was held on Monday, December 10, 2012 at 5:30 p.m. in the cafeteria at Amity Regional High School.

1. **Call to Order:** James Stirling called the meeting to order at 5:31 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Discussion and Possible Action on Minutes**
  - A. Finance Committee Meeting – November 12, 2012  
*Motion to approve the minutes as presented* (Mr. Giglietti, 2d Mr. Grasso).  
*Vote in favor unanimous.* *Motion passed.*
4. **Public Comment**

None.
5. **Discussion and Possible Action on Extension of Contract of Audit Firm**

In April 2009, CCR (now Grant Thornton) was appointed as the District's auditing firm for fiscal years ending June 30 of 2009, 2010, and 2011, with the option of auditing its financial statements for each of the two subsequent fiscal years. The contract was extended for the fiscal year that ended June 30, 2012. The contract can be extended for the second option year or bid. The fee if the contract is extended would be \$35,363, or a 2.5 percent increase.

Mr. Levine said that he recommends using Grant Thornton for the last year of the contract, although the contract can also be bid if the Committee prefers. He noted that the firm has done a thorough job.

Move to recommend to the Amity Board of Education that the audit firm of Grant Thornton be appointed to audit the district's financial statements for the fiscal year ended June 30, 2013, at a price of \$35,363 (Mr. Giglietti, 2d Mr. Grasso).

*Discussion:*

Mr. Horwitz said that he sits on the board for a non-profit organization and it appears that there is some preference to switching auditing firms every three years.

Mr. Levine said that he generally subscribes to the idea of switching firms every few years also and could certainly put the contract up for bid, but believes the firm is doing a great job and has offered a good price. He feels that the contract could be bid now or in a year.

Mr. Stirling said that when the firm changed recently from CCR to Grant Thornton, he recalled that the audit was treated as a new audit.

Mr. Levine confirmed Mr. Stirling's statement. He added that it is generally good accepted practice to change firms every so often. When an auditor has been performing the work for a long time, a situation can arise where the people doing the work are too familiar with those they are auditing and it can compromise the objectivity needed for this type of report.

Mr. Giglietti said that if the contract is extended, it will have been just five years with this firm. The contract would be bid next year anyway. Amity had a clean audit.

Ms. Brunwin said that the fee appears to be reasonable and the firm is large and well known.

Mr. Levine said that he would be required to bid the contract next year.

Mr. Grasso said that the increase seems reasonable.

*Vote in favor unanimous.*

*Motion passed.*

**6. Discussion of Monthly Financial Statements**

Mr. Levine said that there wasn't much to report about the monthly statements; only that one account name had been changed. The special education figures are month to month. It remains to be seen what impact the state budget situation will have.

Mr. Stirling noted that page seven of the report seemed to show that health benefits had a good month.

Mr. Levine said that every month will have ups and downs. Anthem doesn't provide reports in a timely manner, which affects the presentation of the figures.

Mr. Giglietti questioned how the conversion with the health insurance is going.

Dr. Brady said that it is going well.

**7. Director of Finance and Administration Approved Transfers Under \$3,000**  
There was no discussion.

**8. Update on Financial Operations**

**A. Status Report on Financial Audit**

Mr. Levine said that the audit is moving along and he has been told that there are no management issues to be addressed. One question arose concerning the lighting fixtures and the 0% interest loan and Mr. Levine had to confirm what was in the contract.

Ms. Brunwin asked if any adjustments have been made.

Mr. Levine said there have been a few small adjustments, as the auditors use the absolute final numbers for their report.

**9. Adjournment**

*Motion to adjourn the meeting at 5:50 p.m. (Mr. Horwitz, 2d Mr. Nuzzo).*

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

Respectfully submitted,  
Marianne Lippard, recording clerk

## MINUTES

**COMMITTEE MEMBERS PRESENT:** Julie Altman, Christopher Browe, Diane Crocco, Steven DeMaio, Rita Gedansky, Thomas Hurley

**COMMITTEE MEMBERS ABSENT:** James Horwitz

**Also Present:** John J. Brady, Charles Britton, Kathleen Fuller-Cutler, Richard Dellinger, Brian Flinn, Jonathan Furst, Jack Levine Marianne Lippard, Terry Lumas, Marie McPadden, Rocco Palmieri

A meeting of the Curriculum Committee of the Amity Regional Board of Education was held on Thursday, December 13, 2012, at 5:15 p.m. in the Media Center at Amity Regional High School.

1. **Call to Order:** Julie Altman called the meeting to order at 5:22 p.m.

2. **Approval of Minutes – October 4, 2012**

*Motion to approve the minutes from the Curriculum Committee meeting on October 4, 2012 (Ms. Gedansky, 2d Ms. Crocco).*

*Vote in favor:* Julie Altman, Christopher Browe, Diane Crocco, Rita Gedansky, Thomas Hurley

*Vote opposed:* none

*Abstain:* Steven DeMaio

***Motion passed.***

3. **Discussion and Possible Action on New Textbooks**

Ms. McPadden said that there are two new textbooks to be considered by the Committee. One textbook is about oceanography. The textbook was reviewed and received the highest rating. The second textbook is about woodworking and is basically a manual.

Ms. Altman questioned whether woodworking would be an arts requirement and whether or not there were enough students interested. Dr. Brady said that the class would be classified under career and technical education. Dr. Britton noted that landscaping is being replaced.

Ms. McPadden noted that the oceanography textbook is \$72.25 and the woodworking text is \$47.10.

Mr. DeMaio questioned whether texts have on-line components. Ms. McPadden said that they do have this feature.

Dr. Brady noted that the Secretary of Education wants to see texts eliminated by 2015.



*Motion to approve new textbooks (Ms. Gedansky, 2d Ms. Crocco).*

*Vote in favor unanimous.*

***Motion passed.***

**4. Discussion and Possible Action to Recommend Budget for Digital Lab**

Dr. Brady noted that film photography currently accounts for a small niche market and the course offerings in this area do not make sense. Amity has two darkrooms. The chemical dark room could be changed to benefit more students at the High School. A digital media space is being proposed.

Mr. Furst said that the space can be used to benefit all disciplines. The language that students are speaking is digital. Mr. Furst cited examples of elementary school students learning more advanced concepts through the use of computers. He noted that students will need to know how to use digital resources and share information. This is what they will be doing in college and in the workplace.

Mr. Flinn said that the District had been ahead of the curve, but is falling behind because we haven't invested in this area. Other schools are now pulling ahead. The first digital art course was introduced this year.

Mr. Furst pointed out that page 7 of the report distributed tonight talks about the cost of converting this space. Mr. Hurley said that that this is a \$47,400 project. Dr. Brady noted that only one dark room would be converted.

Ms. Altman said that students circulated a petition to keep the dark room and their concerns can't be ignored.

Mr. Furst said that the High School could offer digital photography and include a unit on the dark room. He pointed out that most high schools don't have a dark room.

Mr. Browe questioned whether the older methods of film developing offer value that isn't available with modern technology. He questioned whether digital photography can offer the same resolution.

Mr. Flinn said that the distinctions are non-existent now.

Dr. Brady said that the idea of offering a unit on the dark room seemed to offer a good compromise. Once students learn basic techniques, they all gravitate towards digital work.

*Motion to recommend budget for digital lab (Mr. DeMaio, 2d Mr. Hurley).*

*Vote in favor unanimous.*

***Motion passed.***

**5. Discussion and Possible Action to Recommend Technology Budget Requests**

Dr. Brady said that he would like to offer an overview of the preliminary budget. With budget increases averaging at just over 1%, there have been needs that haven't been addressed. Much has been done to save money and millions have

been saved, but in the next budget year surpluses aren't projected and there is a reduction in special education grants. More changes are expected.

In the area of sports, Dr. Brady noted that the District is facing a dilemma. A complaint was filed in the past because Amity offers ice hockey for boys and not girls. Since there weren't enough girls interested in playing ice hockey, Amity was able to join a cooperative agreement. Now, however, there are 21 girls at Amity interested in playing ice hockey. The \$55,543 cost is mostly for ice rental.

Another expense noted by Dr. Brady is for a STEM Director, a 10-month position that would be useful for teacher evaluations. The cost is listed at \$13,884. Dr. Brady noted that he has also added a Software Implementation Specialist as a program enhancement district-wide. The non-certified 12-month position would have a salary of \$49,062.

The administration would also like to add a 0.2 FTE Spanish teacher and 0.2 FTE French teacher, allowing the High School to keep pace with the added demand for world language courses created by the new two-year world language graduation requirement and the flexibility afforded by the school's 8-period schedule.

Under technology, the budget for 2013-2014 includes \$185,000 for replacement technology equipment. Mr. Hurley asked how old the laptops are that the District is looking to replace. Mr. Palmieri said that they are about six years old; everything on the list is at least five years old.

In the area of technology, Mr. Hurley said that he is interested in the EMC Storage System for server virtualization. At a cost of \$120,498, this would eliminate replacing 3 servers every two years. The District currently has 15 servers. This can be consolidated into two physical boxes. Virtualization would require less management; it can provide better performance, higher availability, and all servers can be physically located in one small rack. Mr. Hurley said that he sees long term savings potential in this expenditure. He said that this is the way to go.

Dr. Brady said that he can bring this to the attention of the full Board. Mr. DeMaio said that he feels the Graduate Study on page 8 should be included in the budget.

Dr. Britton said that he feels that the study would be useful.

Mr. Hurley said that the study would answer questions about the effectiveness of the high school curriculum.

Ms. Altman said that at a cost of \$15,000 for the study, she would prefer to use that money for a lobbyist in Hartford.

Mr. Browe said that this could be left for a discussion with the full Board.

Dr. Brady agreed.

It was noted that 29 iMacs, at a cost of \$43,471, were cut from the budget because they would not work well in the PC environment. A new pilot program was requested by the High School science department, but the cost for 40 iPads and covers was believed to be too much at this time. Dr. Brady noted that the District has enough pilots right now.

Mr. Palmieri said that a ClearPass Mobile Device Management System is needed to manage mobile devices on the wireless infrastructure. With about 1,000 mobile devices attaching to the network, ClearPass would provide security and device management. It can detect audiovisual software, OS version and patch update status of each mobile device.

Mr. Hurley questioned whether this was the only system available to do this. Mr. Palmieri said that it isn't, but this system would work best with Amity's system.

*Motion to approve the technology budget (Mr. Crocco, 2d Mr. Browe).*  
*Vote in favor unanimous.* *Motion passed.*

#### **6. Information on Student Information Systems**

Dr. Brady said that the District would like to implement a new Student Information System to replace iPass. PowerSchool has been chosen as the replacement. Dr. Brady noted that 108 districts use PowerSchool. The system can be implemented when the District is ready. The price is \$68,000. The annual cost of PowerSchool is \$20,000. Dr. Brady noted that a special meeting would be needed to move ahead with this.

Dr. Dellinger said that what is nice about PowerSchool is that alerts can be set up for grades. The towns of Bethany and Woodbridge already use PowerSchool and Orange will be using the system as well.

Mr. Levine pointed out that the \$20,000 would be billed for the second year after the system is installed. The cost is \$6.00 per student. Dr. Brady noted that the strength in PowerSchool is the training.

Ms. McPadden said that PowerSchool had just been implemented in Easton/Redding when she left that district. PowerSchool is overwhelmingly accepted, in part, because the training is very good and isn't difficult.

Mr. DeMaio questioned what the cost would be if this change isn't completed according to the timetable presented tonight.

Mr. Levine said that the cost would jump to \$80,000. Now would be the best time to proceed in terms of cost.

Mr. DeMaio said that it would make sense to move now.

Dr. Brady said that he might be able to add this topic to the agenda of next week's Facilities Committee meeting.

Mr. Hurley questioned what the impact would be if the entire \$68,000 was paid now, instead of breaking up the payments. He would like to keep this out of next year's budget. He asked if the cost could be further reduced.

Mr. Levine said that he could ask the question.

Dr. Brady noted that this would be a five-year deal. He asked if this could be delayed until January.

Mr. Levine said that the company was clear that a contract needed to be signed. A Board vote will be needed. The contract must be signed by December 21, 2012.

**7. Information on Unfunded Mandates**

Dr. Brady noted that page 2 of the report shows underfunded or unfunded mandates. There are new standards that teachers will be tested on.

The District will have 710 observations next year. There will be three formal evaluations per teacher and two walkthrough evaluations. Dr. Brady noted that this is the new mandate. The union is preparing a recommendation and department chairs are interested in helping out with evaluations. The Amity Education Association is coming up with a proposal.

Mr. Hurley said that it will be important for the public to know if there is something that the District is required to do.

**8. Public Comment**

There were no comments from members of the public.

**9. Adjourn**

*Motion to adjourn the meeting at 7:16 p.m. (Mr. Hurley, 2d Mr. DeMaio).*

*Vote in favor unanimous.*

*Motion passed; meeting adjourned.*

Respectfully submitted,

Marianne Lippard, recording clerk

**MINUTES**

**COMMITTEE MEMBERS PRESENT:** Patricia Cardozo, Steven DeMaio, Rita Gedansky, James Stirling

**COMMITTEE MEMBERS ABSENT:** John A. Grasso

**Also Present:** William Blake, John Brady, Charles Britton, Diane Crocco, Thomas Hurley, Jack Levine, Marianne Lippard, Terry Lumas, Marie McPadden, Jim Saisa

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A meeting of the Facilities Committee was held on Tuesday, December 18, 2012, at 5:30 p.m. in the Superintendent's Conference Room.

1. **Call to Order:** Patricia Cardozo called the meeting to order at 5:30 p.m.
2. **Discussion and Possible Action to Recommend 2013-2014 Capital Items**

Mr. Saisa gave an overview of the Capital expenses. He noted that the items listed include sidewalk repairs in Woodbridge, masonry touchups, classroom doors for a computer room, and a digital photography space.

Mr. DeMaio noted that the digital space was unanimously approved at the recent Curriculum Committee meeting.

Dr. Brady said that the High School actually has two darkrooms. A darkroom in the graphics lab will remain, while the other darkroom will be converted to the digital space. Amity will still use the darkroom to present a unit on film photography.

Mr. Saisa noted that repairs are needed for some middle school lockers that can't be properly shut.

Mr. Stirling questioned whether Item #11 on the report could be done in-house, perhaps by a temporary summer employee.

Mr. Saisa said that it could not because he would prefer to have work performed that would be covered by a warranty.

Mr. Saisa noted that upgrading panels, replacing field house doors, and a netting system for the baseball field also are included. Dr. Brady noted that the netting has been on the list for a number of years. Painting the high school track and re-

sodding the football field are other expenses listed. Mr. Saisa noted that there was significant damage to the field after a snowfall.

Ms. Cardozo questioned whether the cost for the high school track could be reduced if we checked around for a better price.

Mr. Saisa said all expenditures are researched thoroughly to get the best price. The District secures prices from many different vendors. The estimate shown is a fair representation of what the price would be.

Mr. Levine said that in looking at the report, the budget for this year is zero. The only money spent was for the removal of the oil tank for about \$17,000.

Mr. Stirling noted that the bleachers were paid for out of the contingency account.

Mr. Levine noted that budgets over the last four years have been very tight. We've been able to have funds available from the year-end balance money, so we've been able to do other things, with limitations.

### **3. Discussion of Possible Action to Recommend Use of the Capital Nonrecurring Account for Large Capital Projects**

Dr. Brady said that the administration suggests that if there is money left over at the end of the year, it would be advisable to begin putting these funds into the Capital Non-Recurring account to start building a reserve fund. This hasn't always been done in the past, but was done for the roof project.

Mr. Levine said that Amity will need a new telephone system and Mr. Saisa has estimated the cost at \$100,000. If there was money left over at the end of the year, those funds could be put into this reserve account. You can set aside up to one percent per year of your budget. By doing this, the District would be at a much better advantage because deferring expenses creates problems. If money is available, it would be advantageous to set it aside so that the expense is less of a burden when it is necessary. Items have been deferred and we are getting to a time when these expenses can no longer be deferred. This would help with future planning.

Dr. Brady said that Amity sponsored legislation to change the law so money could be set aside once it is known how much money is available. Money has been put in the Capital Non-Recurring account before, but not routinely.

Mr. DeMaio questioned how far behind the District is with the OPEB Trust. He asked whether or not it would be better to put the money into the OPEB Trust and get interest.

Mr. Levine noted that from an accounting perspective, the OPEB trust is a generally accepted accounting principal way of doing things. If you have a real need, he would recommend the Capital Non-Recurring account.

Mr. Stirling said that if Amity is promising benefits to pay in future years, money should be put in the OPEB Trust. To not fund the trust is wrong.

Dr. Brady said that funds could be set aside for Capital Non-recurring and put into the OPEB Trust. Dr. Brady said that the District was in the forefront with the OPEB Trust. This topic is just for discussion purposes. No action is needed tonight.

Mr. Stirling said that this topic should be considered by the Amity Finance Committee.

Dr. Brady said that he will see that this topic goes on the January agenda.

Mr. Stirling said that as a new member of the Facilities Committee, he was wondering what would happen if the Capital budget were adopted here.

Dr. Brady said that this can all be changed until the April hearing.

#### **4. Discussion and Possible Action to Recommend Bonding of an Artificial Surface at the Football Stadium**

Mr. Hurley said that he did not have problems with the other items, except for the turf field. The other Committee members present agreed.

Dr. Brady said that equipment was needed to remove snow from the field and there was damage to the field. Fundraising for a turf field has been done by a committee of dedicated volunteers and so far \$2,000 has been raised. Another route to getting the turf field could be to bond it. We could present the idea to the people of the three communities and see if they would support spending \$900,000 for this. With a brand new turf field, you can deduct approximately \$20,000 per year for field maintenance. If a situation arose where it snowed, the field could be plowed.

Dr. Brady noted that funds are available to municipalities to upgrade their facilities. We have worked with our legislative delegation to get this situation changed at the state level to make districts eligible. There hasn't been change because of the expense of opening up this opportunity to a lot of additional schools. With little fundraising money available, bonding looks like the best option. There are many advantages to an artificial surface, including reduced injuries, increase play time for multiple sports, evening games, a more flexible schedule, and more. He noted that there are programmatic reasons, and also health and safety reasons for building a turf field.

Mr. Stirling inquired about the maintenance cost of the turf field.

Mr. Saisa said that cost is \$2,650 annually, but more when the carpet needs to be replaced.

Dr. Brady pointed out that a new surface can last for up to 12 years before requiring replacement.

Mr. Levine said that after 12 years the infrastructure is still there. As long as the surface is properly maintained year-to-year, you can get at least 20 years of use.

Dr. Brady said that Bethany and Orange are planning bonds for other projects. Financial advisors have looked at the fund balances for the three towns and the communities are viewed as fiscally sound.

Mr. Hurley said that we could ask voters the question about whether they would support the turf field at the same time that the Amity vote is taken.

Dr. Brady said that the only reason he could see for doing this sooner is so that if we were successful, the field could be installed for next fall.

Mr. Hurley said that the voters will want to think through everything together.

Mr. DeMaio said that the public should have a chance to vote on this, not just the Board of Education. We should bring this to the townspeople.

Mr. Saisa said that the football field will need to be re-sodded for next fall.

Mr. Stirling said that if he were asked to vote tonight, he doesn't know that he'd approve this. He isn't sure about getting it done for next fall.

Ms. Cardozo said that this expense always has to be put off and Amity tried the fundraising route.

Mr. Horwitz said that it might be possible both to fundraise and bond the project. He has heard that one reason the volunteers are having so much trouble raising money is because donors aren't convinced that the Board of Education is committed to this.

Dr. Brady said that the Board showed commitment to the project. Amity can't bond and then not spend. You are allowed to raise funds for the payments.

Mr. Horwitz said that we might be able to get someone to put their name on this. He questioned the possibility of letting it be known that we are prepared to bond when we see that type of commitment. He heard that big donors are hesitant to put forth money due to the lack of commitment.



Dr. Brady said that perhaps it would be possible to bond half the money and fundraise for half. This way, Amity could bond for less.

Mr. Stirling said that the cost comes to about \$95,000 a year, \$70,000 if you consider the difference between the maintenance for the current field and the new one.

Mr. Horwitz said that he has heard that the risk for injury is greater on artificial turf. With a multiuse field, if teams play on a field, it would seem that they should hold practices on the same surface. He questioned whether there are enough hours in a day to support all of the suggested teams. Otherwise, it would seem that one team would take priority over others. If the field is really for football, then he feels it should be acknowledged up front. It would be helpful to him to see how the field would really be used.

Mr. DeMaio said that he doesn't see everyone needing to practice on the turf field. It is not practical to hold football practices on the turf field. Amity can also reach out to other organizations that might be willing to pay to use the field when it is available. He would like to see a discussion with the full board.

Dr. Brady said that he does not believe that money from outside groups renting the field could be factored into the cost. Paul Mengold could design a schedule to show how the field would be used.

Ms. Gedansky said that she feels that the turf field is a good idea. The football field was a mess after the snow. We are one of only a few communities in the area without this.

Dr. Brady said that he will add this topic to the Board of Education regular meeting in January.

Mr. Hurley said that he would like to see the voters weigh in. Facts and figures are needed to present to the public.

Dr. Brady said that we will need the supporters to help make the case for why Amity should bond this.

Ms. Cardozo said the players who played in the game after the snowstorm might like to speak out about the need for the turf field.

Mr. Stirling pointed out that there are some people at Amity that would like to see the football program eliminated, so there might be some resistance to this idea.

Dr. Brady and Ms. Gedansky said that they had never heard of anyone wanting to eliminate the program.

Mr. Blake questioned whether there is the need for other bonding in the next couple of years.

Dr. Brady said that there is not. This whole discussion came up again after the snowstorm. Amity has one of the worst fields in the league. Amity has never asked the voters to weigh in on this.

Mr. DeMaio noted that Rick Capecelatro should be invited as well.

Ms. Cardozo said that if this goes to a referendum and doesn't pass, there will be another opportunity for fundraising.

Mr. Blake said that if we seek and receive the support of youth leagues, there will be an expectation that they can use the field.

**5. Adjourn**

The meeting adjourned at 6:38 p.m.

Respectfully submitted,

Marianne Lippard, recording clerk