

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

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

**PLEASE POST**

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**AMITY REGIONAL BOARD OF EDUCATION**

***June 10, 2013***

A regular meeting of the Amity Regional Board of Education will be held on Monday, June 10, 2013, at 6:30 p.m., in the Presentation Room at the District Offices.

**Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Presentation of Awards of Excellence
4. Approval of Minutes
  - a. Regular BOE Meeting, May 13, 2013 (Enclosure)
  - b. Public Hearing, May 21, 2013 (Enclosure)
  - c. Special BOE Meeting, May 21, 2013 (Enclosure)
5. Student Report
6. Principal's Reports
7. Public Comment
8. Announcements from the Board and Administration
9. Correspondence
  - a. Letter from State of Connecticut Department of Education Regarding Favorable Results of Bureau of Special Education File Review Process (Enclosure)
10. Superintendent's Report
  - a. Personnel Report (Enclosure)
  - b. Awarding of Honorary Diploma
11. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. CABE
    3. Curriculum
    4. Facilities

5. Finance

- a. Discussion and Possible Action on Award of Contracts Over \$35,000
- b. Discussion of Monthly Financial Statements
- c. Director of Finance and Administration approved Transfers Under \$3,000
- d. Discussion and Possible Action on Budget Transfers of \$3,000 or More

6. Policy

7. Personnel

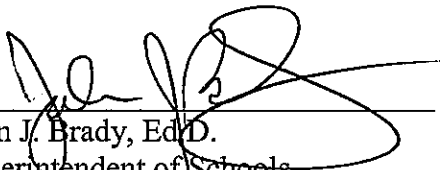
12. Personnel – Executive Session

13. Discussion and Possible Action on Salary/Wage Adjustments for Non-Unionized Employees

14. Discussion and Possible Action on Extension of Director of Finance and Administration's Contract Through June 30, 2016

15. Items for the Next Agenda

16. Adjournment



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

JJB/kfw

pc: Town Clerks:

Bethany

Orange

Woodbridge

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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, Steven DeMaio, Rita Gedansky, James Horwitz, Thomas Hurley, Tracey Lane Russo, James Stirling

**AMITY BOARD MEMBERS ABSENT:** Diane Crocco, John A. Grasso, Jr.

**Staff Members Present:** John Brady, Charles Britton, Richard Dellinger, Vi Gibbons, Jack Levine, Marianne Lippard, Marie McPadden, Mary Raiola, Jim Saisa

**Also Present:** Thomas Falcigno; other members of the Public

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A regular meeting of the Amity Regional Board of Education was held on Monday, May 13, 2013 at 6:30 p.m. in the cafeteria at Amity Regional High School.

1. **Call to Order:** William Blake called the meeting to order at 6:36 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Recognition of CABA Student Awardees**  
Dr. Brady noted that the students recognized tonight represent many qualities, such as a willingness to take on challenges and use diplomacy in working with others. The Board recognized CABA student awardees Joyce Lin and Theodore Hague from Amity Middle School in Bethany; Taylor Nuzzo and Nathan Carney of Amity Middle School in Orange; and Thomas Falcigno and Eliza Dillaway from the High School.
4. **Recognition of Tasia Kimbal for CEA Award**  
The Board recognized Amity Regional High School teacher, Tasia Kimbal. Tasia received an award from the Connecticut Education Association. Her leadership has helped make the school culture safer at the High School.
5. **Approval of Minutes**
  - a. Public District Hearing, April 8, 2013  
*Motion to approve the minutes as presented* (Mr. Hurley, 2d Ms. Cohen).  
*Vote in favor unanimous.* *Motion passed.*
  - b. Regular Meeting, April 8, 2013  
*Motion to approve the minutes as presented* (Ms. Cardozo, 2d Mr. Hurley).  
*Vote in favor unanimous.* *Motion passed.*
  - c. Annual District Meeting on the Budget, May 7, 2013  
*Motion to approve the minutes as presented* (Mr. Hurley, 2d Ms. Gedansky).  
*Vote in favor:* Julie Altman, Christopher Browe, Sue Cohen, Rita Gedansky, James Horwitz, Thomas Hurley

*Vote opposed:* none

*Abstain:* Patricia Cardozo, Steven DeMaio, Tracey Lane Russo, James Stirling

*Motion passed.*

**6. Information Regarding ECA Issues**

Dr. Brady said that there have been ongoing meetings with ECA students. A handbook is being put together for families and students. Students will have to adjust their hours. Work can be done with freshmen and sophomores to help students improve their transcripts. Online classes may be an option. There are at least 70 courses the students might be able to take for credit at Amity. The executive director of ACES is working with Amity and the students.

Dr. Brady noted that the guidance department has one person designated to work with students involved with ECA. Ms. Cohen questioned whether any Amity students had taken Odyssey online courses. Dr. Brady said that he isn't aware of any students taking the Odyssey courses.

Mr. Horwitz thanked Dr. Brady for the ongoing dialog with the parents of ECA students. Mr. Blake said that parents and students considering ECA should consider all of the information presented at the orientation when making a decision as to whether to enroll. Dr. Brady said that the handbook should help answer questions.

**7. Discussion and Possible Action on Proposed Artificial Turf Project Bond Referendum Proceedings/Schedule**

Mr. Blake noted that the Board was provided information regarding the bond. A resolution was drafted by bond counsel. A debt service schedule is included. The date for the vote is the week of July 4<sup>th</sup>. This topic has come up many times over the years and a referendum would provide the opportunity for the people in the three communities to vote on this.

Discussion:

Ms. Cohen asked for clarification on the dates. As she sees it, the budget increase will take effect in 2014-2015.

Mr. Hurley said that he doesn't like the date provided. He would prefer to hold the vote at the end of the school year or later than July.

Mr. Mengold said that this date would be helpful for getting on the bid list so that the field could be installed after graduation. Most people that he spoke with felt that this was early enough in the summer so most people would be around.

Ms. Russo said that this date looked okay. The voter turnout for the budget wasn't high. It is important enough to do this sooner. This field will provide a safer playing surface, which is a small price to pay compared to the cost of a serious injury.

Mr. Stirling said that he will be voting against this due to the economic hardships some are facing. The District would have to set aside \$30,000 each year for future maintenance. He noted that the vote on the Amity Finance Committee was 3 in favor and 2 opposed.

Mr. Browe said that he has concerns because the usable life of the field is shorter than how long we'll be paying for it. We will still have to pay more than \$300,000 of interest.

Dr. Brady said that future maintenance would involve the surface. The infrastructure will remain. The condition of the current field is inadequate. It was felt that the community should make the decision as to whether to replace the field, rather than just the 13 members of the Board.

Mr. Browe said that he learned that when the surface needs replacement, there is always something else that needs to be done, adding to the expense. This is a long term commitment.

Mr. Horwitz said that the Board will be voting on whether to let the community make the decision here. Issues both pro and con have been discussed at length.

Mr. DeMaio said that this field would not be used only by the football team. Use of the field can increase. There will be an opportunity to charge youth sports teams to use the field. The people in the three towns should vote on this.

**8. To Consider and Act Upon a Resolution with Respect to Recommendations for an Appropriation and Borrowing Authorization for Costs Related to Replacement of the Current Natural Grass Field at the Amity Regional High School Football Stadium with an Artificial Turf Field**

RESOLVED, That the officers of the Board of Education and the Superintendent are authorized to cause a district meeting to be called for the purpose of conducting a public hearing in the Presentation Room of Amity Regional High School on Tuesday, May 21, 2013 at 5:30 p.m. with respect to the following recommendations of the Board, which recommendations are hereby approved:

1. That \$945,000 be appropriated for costs related to replacement of the current natural grass field at the Amity Regional High School football stadium with an artificial turf field. The appropriation may be spent for design and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education shall be authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.

2. That \$945,000 bonds and temporary notes of the District be authorized to finance the appropriation.
3. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to require the District and its member towns to comply with applicable federal income tax requirements for tax-exempt bonds.
4. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.
5. That the aforesaid bond, note and temporary note authorization shall be submitted to referendum vote by the electors and citizens qualified to vote in the towns of the District.

FURTHER RESOLVED, that the project be referred to the Woodbridge Planning and Zoning Commission for a report pursuant to Section 8-24 of the Connecticut General Statutes (Ms. Cardozo, 2d Ms. Gedansky).

*Vote in favor:* Julie Altman, Patricia Cardozo, Sue Cohen, Steven DeMaio, Rita Gedansky, James Horwitz, Tracey Lane Russo

*Vote opposed:* Christopher Browe, Thomas Hurley, James Stirling

*Abstain:* none

***Motion passed.***

Mr. Blake said that this topic has been brought up for years and now the community can have a say in this.

## **9. Student Report**

Thomas Falcigno reported that former NBA basketball player Chris Herren spoke to students about the demise of his professional career due to drug addiction. Thomas thanked the Community Action Group president for this excellent presentation. We would like to have Mr. Herren return for a whole school assembly. The High School hosted a food drive, collecting over 31,000 lbs. of food to support those in need. Junior Prom was held last Friday at Grassy Hill Country Club. The event was a success. Senior Prom will take place later this month. The Senior Picnic will take place later this month at Holiday Hill. Amity Creative Theater will host an event at 7 p.m. on May 17<sup>th</sup> in the Brady Center for Performing Arts. Students will have time to write and direct for this event, which is usually hilarious.

## **10. Principal's Reports**

High School Campus – Dr. Britton said that the District has looked closely at school security since the school shooting in Sandy Hook. We are looking to be proactive, not reactive. We would like to encourage students to let administrators know of any problems. With a new program being put in place, High School students can anonymously text a tip to make administrators aware of problems.

Ms. Altman questioned whether the text a tip is a 24 hour, seven day a week service.

Dr. Britton said that it isn't a 911 service. To ensure that tips are anonymous, the text goes through a service in Utah, where the text is stripped of features that identify the source. It will then be sent to the school via e-mail. Anyone can send a tip. There can be a two-way communication, if necessary.

Dr. Brady said that the District has a disclaimer from legal counsel addressing liability issues. This is not monitored 24/7. Students will be trained to know that this is not a 911 service.

Mr. Hurley questioned whether legal counsel reviewed the disclaimer.

Dr. Brady said that legal counsel wrote the disclaimer. We would like to try this out at the High School before bringing it to the middle schools.

Mr. DeMaio said that he is curious about the reaction that this has gotten from students.

Thomas Falcigno said that the students had a discussion and liked that the service is anonymous. The students had no objection to this.

In other news, Dr. Britton said that the High School has been administering AP tests. Participation is growing. Last year, 292 students took 553 exams. This year, 304 students are taking 595 exams. Also, the senior internship program has taken off. Last year, 119 students did senior internships. This year, 150 students will be doing internships. A great deal of work goes into coordinating these placements.

Dr. Britton said that Board members should be receiving invitations to graduation soon. He added that the PTSA went above and beyond for Teacher Appreciation Week. The PTSA also coordinates the sale of graduation balloons, which are a nice way to support and recognize graduates.

Bethany Middle School Campus – Dr. Dellinger reported that Amity Middle School in Bethany was one of the top middle schools in the State for the Governor's Summer Reading Challenge and a picture was taken recently with Governor Dannel P. Malloy. Spirit Day took place last week. A luncheon was held to recognize the staff in honor of Teacher Appreciation Week. More than half of the students took part in the recent spring concert, which was dedicated to veterans. A mini Relay for Life will take place soon. There will be a Memorial Day tribute on May 24<sup>th</sup>.

Orange Middle School Campus – Ms. Gibbons reported that a successful Amity in Action was held on April 23<sup>rd</sup>. A career fair took place on May 3<sup>rd</sup>. There were more than 20 presenters at the career fair, including several local radio and television personalities. The spring concert took place on May 8<sup>th</sup>. About two-thirds of the students participate in the band, chorus, or orchestra. The trip to New York will take place on May 23<sup>rd</sup> and 24<sup>th</sup>. There have been visits with sixth grade students to discuss middle school. Ms. Gibbons thanked the PTSO for organizing Teacher Appreciation Week. On April 18<sup>th</sup>, students went to see the movie 42. There was also a Pep Rally. The school also hosted a speaker about Internet safety. The school recently went into lockdown in response to a report from Orange police about shots reports in the area. The students and staff were not in any immediate danger, but all safety precautions were taken and a message went out on the LISTSERV.

**11. Public Comment**

Marie Fedesky, an ECA parent, said that she appreciated the meeting with parents. A representative from Odysseyware provided information. She thanked Dr. Brady and the administration for giving the parent concerns added attention and she thanked for the Board members for their service.

Mr. Blake thanked the community for the vote of confidence in the budget referendum. The Board would like to provide the best possible education, while considering costs as well.

Tracey Lane Russo of Englewood Drive, a member of the Board, said that she wanted to speak tonight to recommend the book, 'Obsessed'. The book discusses the obesity crisis. The book talks about junk food and how peoples' bodies are being rewired. The book is very well researched.

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

It was noted that a reading consultant at the Orange Middle School is a 2013 Teacher of the Year.

**13. Correspondence**

No correspondence was discussed.

**14. Superintendent's Report**

a. Personnel Report

There was no discussion.

**15. Chairman's Report**

a. Committee Reports

1. ACES – Ms. Cohen said that there was a meeting with a State lobbyist. Transportation was discussed and a statewide calendar was addressed.
2. CABE – There was no report.



3. Curriculum – There was no report.
4. Facilities – There was no report.
5. Finance
  - a. Discussion and Possible Action on Changing Audit Firms

The Amity Board of Education appointed the audit firm of Grant Thornton LLP of Glastonbury, CT, to audit the district's financial statement for the fiscal year ended June 30, 2013, at a price of \$35,363.

In April, Robert Howard, Jr., Audit – Partner of Grant Thornton LLP, informed him that he and five of his professional staff will join Mahoney Sabol & Company, LLP of Glastonbury, CT. Mr. Levine recommends that Mahoney Sabol & Company, LLP be appointed in place of Grant Thornton, LLP to audit the District's financial statements for the fiscal year ended June 30, 2013. Based on the reduced overhead and rate structure of his new firm, Mr. Howard feels that he can pass along the savings and reduce the fee to \$32,500. Mr. Levine said that the District is committed to bidding next year.

*Move to appoint Mahoney Sabol & Company, LLP of Glastonbury, Connecticut, in place of Grant Thornton LLP, to audit the District's finance statements for the fiscal year ended June 30, 2013, at a price of \$32,500. Furthermore, the Director of Finance Administration is authorized to sign the Letter of Engagement with Mahoney Sabol & Company, LLC (Mr. Stirling, 2d Mr. Horwitz).*

*Vote in favor unanimous.*

*Motion passed.*

- b. Discussion and Possible Action on Food Service Operations
  1. Contract Extension for 2013-2014
  2. Increase in Lunch Prices and A la Carte Prices

Mr. Levine said that the District is required to bid after five years, as the State requires bidding at least once every five years. We are currently completing the fourth year and are satisfied with Compass Group, USA, Inc. (Chartwells). He recommends continuing with Chartwells.

Last year, we needed to raise meal prices by \$0.10 for a full paid type A meal in all three schools. A la carte prices were also increased for selected items. This was primarily due to the new costly Federal mandate to increase the portion size and the requirement for providing ½ cup of fruit or vegetable, notwithstanding whether the student wants it or not. The costs of the Federal mandates were substantial. Just adding the required fresh fruit for each

meal added between 15 to 25 cents to each full paid type A meal, while the Federal reimbursement was only 6 cents. The Federal grain requirements initially caused Chartwells to use smaller rolls. This caused lower student participation at the High School. The Federal government eventually revised the grain requirement, but participation levels at the High School have not come back to previous levels, resulting in loss profits. The net loss projected is \$30,570. The contract states, "If the annual operating statement shows a profit less than breakeven, Chartwells will reduce its management fee by the difference between the actual and guaranteed amount..." Thus, Chartwells will absorb \$18,360 of the loss and the remaining loss must be incurred by the District. The liability for the District is \$12,210. The rationale for charging \$0.10 more per meal is to bring the budget to breakeven.

Mr. Levine noted that this was approved earlier by the Amity Finance Committee.

*Move to award a one-year contract extension for food service operations for 2013-2014 to Compass Group, USA, Inc. (Chartwells) per the proposed Amendment and the Director of Finance and Administration is authorized to sign the Amendment (Ms. Cohen, 2d Mr. DeMaio).*

*Discussion:*

Mr. Browe questioned whether Mr. Levine could provide numbers showing how many students are bringing versus buying lunch.

Mr. Levine said that he doesn't have the figures with him tonight, but noted that there is good participation in the lunch program.

Ms. Cohen questioned the decrease in participation.

Dr. Brady said that there was some decrease due to the loss of school days due to weather-related closings. Required changes to the food offerings drove up costs, and hurt participation for a period of time.

Mr. Stirling noted that there are requirements that students get a fruit or vegetable. If a student puts these items aside, their purchase doesn't qualify as a meal.

Dr. Brady said that surplus food is donated to the New Haven Food Bank.

Mr. Blake questioned whether the District could opt out of the Federal requirements.

Dr. Brady said that he doesn't believe that is an option.

*Vote in favor unanimous.*

*Motion passed.*

*Move to authorize the food service provider to raise lunch prices by \$0.10 per Type A meal in all three schools for 2013-2014 and the Director of Finance and Administration is authorized to approve increases in a la carte items (Ms. Cohen, 2d Mr. Stirling).*

*Vote in favor unanimous.*

*Motion passed.*

c. Discussion and Possible Action on Award of Contracts Over \$35,000

*Motion to award contracts over \$35,000 as detailed in May 6, 2013 memo from Jack B. Levine to Dr. John J. Brady in accordance with the Board's Policy on purchasing procedures. Items 1 – 5 of the memo will be voted on together (Mr. Horwitz, 2d Mr. DeMaio).*

*Vote in favor unanimous.*

*Motion passed.*

Safety Service Program

Fuss & O'Neill, Inc. has helped the District implement and maintain a top-notch safety service program. Facilities Director Jim Saisa recommends we stay with this firm and award the contract based upon the State bid contract, as authorized by the Amity Board of Education's purchasing policy. The Board is being asked to approve the third year of a three-year contract which will exceed \$35,000.

*Move to award the safety service program to Fuss & O'Neill, Inc. for July 1, 2013 to June 30, 2014 for the State bid price of \$14,373. The Board reserves the right to cancel the contract if Fuss & O'Neill, Inc. fails to perform in a satisfactory manner.*

*Vote in favor unanimous.*

*Motion passed.*

Investment Consulting Services

Three years ago, we bid investing consulting services. The Amity Board of Education decided to continue using Fiduciary Investment Advisors for this service. The Board may decide to

extend the contract for one additional year and waive its bid requirements. Mr. Levine recommends extending the contract as the investment consultants have provided good service at a reasonable price. The quoted price is \$21,218 for 2013-2014, same as this fiscal year.

*Move to award investment consulting services for July 1, 2013 to June 30, 2014 to Fiduciary Investment Advisors at the quoted price of \$21,218. The Board waives its bid requirements and extends the contract by one year. The Board reserves the right to cancel the contract if Fiduciary Investment Advisors fails to perform to the Board's satisfaction.*

*Vote in favor unanimous.*

*Motion passed.*

#### Trash and Recycling Removal Service

Last year, the District bid trash and recycling removal service. The Board awarded the bid to All American Waste of New Haven for the bid price of \$36,993 for 2013-2014 with extra charges for additional pick-ups. Extra pick-ups are \$60 for an 8-yard trash dumpster; \$42 for a 6-yard trash dumpster; and \$32 for an 8-yard dumpster for recycling. Mr. Saisa, Director of Facilities, estimates the District spends about \$200 a year for extra pick-ups. Per the bid, the pricing remains constant for all three years of a three-year contract. Mr. Levine said that he has been satisfied with the service.

The Board reserves the right to cancel the contract if All American Waste fails to perform in a satisfactory manner. Facilities Director Jim Saisa has recommended we enter into the second year of a three-year contract due to the excellent performance of the vendor.

*Move to award the trash and recycling removal service to All American Waste for July 1, 2013 to June 30, 2014 for the second year of a three-year contract at the bid price of \$36,993, not including extra charges for additional pick-ups. The Board reserves the right to cancel the contract if All American Waste of New Haven fails to perform in a satisfactory manner.*

*Vote in favor unanimous.*

*Motion passed.*

#### Health and Welfare Benefits Consultant

Two years ago, the Board awarded Marsh & McLennan Agency a three-year contract as the District's Health and Welfare Benefits Consultant for medical and dental insurance.

The bid price is \$25,000 for 2011-2012; \$25,000 for 2012-2013; and \$25,000 for 2013-2014. Mr. Levine said that the administration has been very pleased with the services of Marsh & McLennan.

*Move to award the Health and Welfare Benefits Consultant to Marsh & McLennan Agency for July 1, 2013 to June 30, 2014 at the bid price of \$25,000 for the third year of a three-year contract. The Board reserves the right to cancel the contract if Marsh & McLennan Agency fails to perform in a satisfactory manner, as determined by the Superintendent of Schools. Vote in favor unanimous. Motion passed.*

Workers' Compensation Insurance and Liability, Automobile, Property Insurance

Last year, the Board awarded a three-year contract to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, CT for the District's Workers' Compensation insurance and liability, automobile, property insurance (LAP). The Workers' Compensation insurance premium increase is based on payroll increases and claims. The LAP insurance is based on claims with a maximum increase of 5 percent.

The Workers' Compensation premium for 2013-2014 will be \$171,361, or a 15 percent increase. The 2013-2014 Budget is \$178,000, or a favorable variance of \$6,639. The payroll audit premium will be determined at a later time.

The LAP insurance base premium for 2013-2014 will be \$134,927, or a 5 percent increase. The 2013-2014 Budget for the base premium is \$134,927.

*Motion to award the workers' compensation insurance for July 1, 2013 to June 30, 2014, to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, Connecticut at the premium of \$171,361 plus the audit premium to be determined. Award the liability, automobile, property insurance to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, Connecticut for the base premium of \$134,927 for July 1, 2013 to June 30, 2014. This is the second of a three-year contract for workers' compensation and liability, automobile and property insurance. Vote in favor unanimous. Motion passed.*

- d. Discussion of Monthly Financial Statements  
Mr. Hurley questioned Mr. Levine on the District's end-of-year budget. Mr. Levine said that he will be purchasing portable radio equipment, if the money is available.
- e. Director of Finance and Administration Approved Transfers Under \$3,000  
There were no questions.
- f. Discussion and Possible Action on Budget Transfers of \$3,000 or More

*Motion to transfer funds as detailed in the May 6, 2013 memo from Jack B. Levine to Dr. John J. Brady. Items 1 – 5 will be voted on together (Mr. Hurley, 2d Mr. Horwitz).*

Emergency Communications Equipment

In the aftermath of the tragedy at Sandy Hook Elementary School in Newtown, the administration engaged in comprehensive review of internal security procedures. As part of this review, new lockdown procedures have been developed. One weakness that we are experiencing involves internal and external communication between Amity administrators managing any potential emergencies, and first responders from area law enforcement agencies. In an emergency, our ability to communicate would rely exclusively on analog radio communications. The current radios used by Amity administrators and staff do not communicate with first responders from the Orange Police Department. There are also large dead zones in the current analog set-up. New radios are required to solve this problem.

To pay for these radios, we would use the remaining balance of \$2,289.00 in the Contingency Account, and other accounts yet to be determined based on available balances at yearend. Mr. Levine noted that if the funds aren't available, the purchase won't be made. The equipment would be purchased from Utility Communications, Inc. of Hamden using their State bid contracts. The cost by school building would be as follows:

Bethany Middle School	\$ 8,911.54
Orange Middle School	\$ 8,911.54
High School	<u>\$19,958.08</u>
Total	<u>\$37,781.16</u>

*Move to make the following budget transfer to pay Utility Communications, Inc. of Hamden for portable radio equipment, repeater equipment and installation, and alerting equipment and installation. The prices shall be off the State bid contracts.*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
TBA (Note A)	To Be Determined	\$37,782	
01-14-2600-5730	Equipment – New		\$8,912
02-14-2600-5730	Equipment – New		\$8,912
03-14-2600-5730	Equipment – New		\$19,958

Note A: The Director of Finance and Administration will identify those accounts from which funds can be transferred in June 2013.

*Vote in favor unanimous.*

*Motion passed.*

Special Education

The budget transfer is needed to cover special education needs.

*Move to make the following budget transfer of \$70,000 to cover special education service needs:*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
04-14-6130-5560	Tuition Expense	\$70,000	
04-12-2151-5330	Other Professional & Tech.		\$70,000

*Vote in favor unanimous.*

*Motion passed.*

Electricity

At this time, Jim Saisa is projecting electricity will exceed the budget. Due to a number of factors, the budgeted savings has been less than anticipated.

*Move to make the following budget transfer of \$46,338 to pay for electricity:*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
02-14-2600-5620	Oil Used for Heating	\$20,372	
03-14-2600-5620	Oil Used for Heating	\$17,603	
03-14-2600-5621	Natural Gas	\$8,363	
01-14-2600-5410	Utilities, Excluding Heat		\$25,966
02-14-2600-5410	Utilities, Excluding Heat		\$20,372

*Vote in favor unanimous.*

*Motion passed.*

Professional Development

A budget transfer of \$5,826 is requested to pay for outside consultants, who will participate in professional development for teachers at the end of June 2013. This training is needed to comply with State mandates.

*Move to make the following budget transfer of \$5,826 to pay for outside consultants:*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-13-2212-5111	Certified Salaries	\$5,826	
05-13-2212-5322	Instruct. Pgm. Improvements.		\$5,826

*Vote in favor unanimous.*

*Motion passed.*

Standard Year-End Budget Transfers

During June, budget transfers will be needed for salary and benefit accounts and to pay other standard charges (e.g., special education expenditures; utilities; etc.) The exact amount of these budget transfers will depend on the final invoices. The budget transfers will be made in June and are part of the normal closing process.

*Move to authorize the Director of Finance and Administration to make the necessary budget transfers to salary and benefit accounts and to pay other standard charges. These budget transfers may exceed \$3,000. The Director of Finance and Administration will report all budget transfers made to the Amity Finance Committee and Amity Board of Education.*

*Vote in favor unanimous.*

*Motion passed.*

g. Update on Financial Operations

1. Information on Second Quarter 2013 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust

There were no questions about the report.

6. Policy – There was no discussion.

7. Personnel – There was no discussion.

**16. Items for the Next Agenda**

Mr. Blake said that if anyone would like items added to the next meeting agenda, please forward information to him or to Dr. Brady.



**17. Adjournment**

*Motion to adjourn the meeting at 8:46 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/Attachments:**

**Minutes:** Board of Education Regular Meeting, 4/8/13  
Finance Committee Regular Meeting, 4/8/13  
Public District Meeting, 4/8/13  
Annual District on the Budget, 5/7/13

**Reports:** Personnel Report  
Amity Regional School District No. 5 Revenues and Expenditures for FY 2012-2013  
Amity Regional School District No. 5 Year-to-Date Budget Report (5/3/13)  
Amity Regional School District No. 5 Budget Transfers 2012-2013

**Memos:** John J. Brady to Amity Finance Committee and Amity Board of Education (5/7/13) re: Artificial Turf Field  
Jack B. Levine to John J. Brady (5/3/13) re: Auditing Firm Appointment  
Jack B. Levine to John J. Brady (5/6/13) re: Food Service Operations – Contract Extension, Budget & Price Increases  
Jack B. Levine to John J. Brady (5/6/13) re: Award of Contracts of \$35,000 or More  
Jack B. Levine to John J. Brady (5/6/13) re: Budget Transfers of \$3,000 or More

**Articles:** Result of State Artificial Turf Fields Study: No Elevated Health Risk (8/2/10)  
Fact Sheet: Crumb Rubber Infilled Synthetic Turf Athletic Fields

**Misc.:** Amity Regional School District No. 5 Estimated Debt Service Resolution of Board of Education of Regional School District Number 5 (5/13/13)  
Amity Regional School District No. 5 2013 Amity High School Football Stadium Artificial Turf Project Bond Referendum Proceedings Discussion Schedule July 2, 2013 Target Referendum Date

MINUTES

**AMITY BOARD MEMBERS PRESENT:**

Patricia Cardozo, Sue Cohen, Rita Gedansky, John A. Grasso, James Stirling Thomas Hurley, Diane Crocco, Steven DeMaio, Tracey Lane Russo, Christopher Browe

**AMITY BOARD MEMBER ABSENT:**

William Blake, Julie Altman, James Horwitz

**Staff Members Present:** John Brady, Jack Levine, Paul Mengold, Marie McPadden, Charles Britton, Bert Mozealous, Pua Ford

**Also Present:** members of the Public, members of the press

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A public hearing of the Amity Regional School District No. 5 was held on Tuesday, May 21, 2013 at 5:30 p.m. in the Presentation Room at the District Offices.

1. **Call to Order:** Sue Cohen called the District Meeting to order at 5:30 p.m.
2. **To Consider and Act upon Resolutions with Respect to an Appropriation and Borrowing Authorization for Costs Related to Replacement of the Current Natural Grass Field at the Amity Regional High School Football Stadium with an Artificial Turf Field; and the Calling of a District Referendum Thereon**

Ms. Cohen explained the purpose of the hearing and asked Athletic Director Paul Mengold to recap the proposed project.

Mr. Mengold recapped the history of discussion around an artificial turf field, beginning in 2004 with a proposal to the Board. He reviewed debunked reports on harmful effects of such fields (carcinogenic materials, increased injuries, etc.) and how the state Attorney General's moratorium on installing artificial turf was later lifted. He went over the wet conditions of the current grass field, how heavy use by both Amity and community youth football games damaged the field and led to more athletic injuries.

Most other sports teams play on synthetic turf fields at other schools; in Amity's DRG only one other school does not have a synthetic turf field. The National Football League uses synthetic turf and would not risk their highly paid players if these fields were dangerous. Yale University is installing two more such fields. Synthetic turf does not freeze and so is less hard than a frozen grass field. Such a field at Amity could be used by many other sports besides football.

Questions: In response to earlier comments, that bonding for the project would go on longer (20 years) than the lifetime of the artificial turf, Mr. Mengold that proper installation of the underlying structure for drainage would last longer than the 12-year surface material. Technology is improving as time goes on, and vendors want to sell durable goods. Economically this is a good time to go out to bid for the project. Mr. Hurley asked

Michael Luther (Woodbridge) asked about the proposed annual cost of maintaining this field. Jack Levine said the facilities director estimates less than \$33,000, aside from the debt service. Mr. Luther that increasing debt service was a problem for Woodbridge and that it should be no more than 10% of an operating budget. Considering the hard economic times on Amity families, he hoped that this project might wait a little longer for economic improvement. He asked if there

would be other presentations to the public; this project was presented publicly at Amity Board meetings in January and May.

Greg Laugeni (Woodbridge, Amity Class of '82) agreed that times were tough economically. He said that in 2004 this project had potential corporate sponsors, but everyone understood that air quality and the building renovation bonds came first. He believes the time has come to take this to the people for a vote. Many public meetings and presentations were publicized in the past year. Private fundraising was attempted before this. All the Amity schools have outstanding facilities. The fields for softball, baseball, soccer and lacrosse have been improved, but not the practice football field which was used for parking during the high school renovation. He understands that the synthetic field will be multi-purpose field—for other sports, for the Relay for Life, for the band & dance team. Just let the voters choose. He has heard that the cost per household would be \$3.90 to \$4 annually.

Sheila McCreven (Woodbridge) asked about assessing equity in use of a new field, especially in light of Title IX. Mr. Mengold referred to his presentation at the January Board meeting; this included a schedule that addressed this.

Tom Kenefick (Woodbridge) said he understands Mr. Luther's concern with costs. His experience leads him to favor the project. He likes the new artificial turf fields, which are more level and "faster" than grass fields. He believes the fields encourage the students to play more, into their college years. He testified to the unsafe conditions of the current field at the end of the football season. A multi-use field in the stadium also benefits other sports teams because they can use the cooking facilities for special events to raise funds.

### 3. Adjournment

The hearing was closed at 6:00 p.m.

*Motion to adjourn the meeting at 6:07 p.m. (John Grasso, 2d Thomas Hurley).*

*Approval unanimous.*

*Motion passed; meeting adjourned.*

Respectfully submitted,

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Rita Gedansky, secretary  
Pua Ford, recording clerk

MINUTES

**AMITY BOARD MEMBERS PRESENT:**

Christopher Browe, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Rita Gedansky, John A. Grasso, Thomas Hurley, James Stirling

**AMITY BOARD MEMBER ABSENT:**

Julie Altman, William Blake, James Horwitz, Tracey Lane Russo

**Staff Members Present:** John Brady, Jack Levine, Paul Mengold, Marie McPadden, Charles Britton, Bert Mozealous, Pua Ford

**Also Present:** members of the Public, members of the Press

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A special meeting of the Amity Regional Board of Education was held on Tuesday, May 21, 2013 at 6:00 p.m. in the Presentation Room at the District Offices.

1. **Call to Order:** Sue Cohen called the meeting to order at 6:08 p.m.
2. **To Consider and Act upon Resolutions with Respect to an Appropriation and Borrowing Authorization for Costs Related to Replacement of the Current Natural Grass Field at the Amity Regional High School Athletic Stadium with an Artificial Turf Field; and the Calling of a District Referendum Thereon**
  - a. **First Resolution:** Ms. Cohen read the beginning of the resolution before calling for a motion.

**APPROPRIATION OF \$945,000 AND AUTHORIZATION OF BONDS AND TEMPORARY NOTES IN THE SAME AMOUNT FOR REPLACEMENT OF THE CURRENT NATURAL GRASS FIELD AT THE AMITY REGIONAL HIGH SCHOOL ATHLETIC STADIUM WITH AN ARTIFICIAL TURF FIELD**

RESOLVED,

1. That Regional School District Number 5 of the State of Connecticut appropriate NINE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$945,000) for costs related to replacement of the current natural grass field at the Amity Regional High School athletic stadium with an artificial turf field. The appropriation may be spent for design and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education shall be authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.
2. That the District issue its bonds and temporary notes in an amount not to exceed NINE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$945,000) to finance the appropriation for the project. The amount of the bonds or notes authorized shall be reduced by the amount of grants received by the District for the project. The bonds and temporary notes shall be issued pursuant to Section 10-56 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds and notes shall be general obligations of the District and its member towns, secured by the irrevocable pledge of the full faith and credit of the District and its member towns. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds and notes. The Chairman and the

- Treasurer, or such officer or body to whom the Board of Education delegates the authority to make such determinations, are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds and notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for keeping a record of the bonds or notes; to designate a financial advisor to the District in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
3. That the District hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the District reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Chairman and Treasurer, or such officer or body to whom the Board of Education delegates such authority, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the District pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.
  4. That the Chairman and Treasurer, or such officer or body to whom the Board delegates such authority, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.
  5. That the authorization of bonds and temporary notes shall be subject to approval by a referendum vote to be held in the Towns of Bethany, Orange and Woodbridge, being all of the towns comprising said District.

*Motion to adopt the above resolution. (Patricia Cardozo, 2d Rita Gedansky).*

*Discussion:* The second resolution will set the date of the resolution. July 2, 2013 had been discussed at a previous meeting, but in discussion with the three Town Clerks and Athletic Department staff, a date of September 24 was found agreeable to all. Tom Hurley said he was satisfied with the new date.

James Stirling said the project had come before the Amity Finance Committee four times, and received a favorable vote at the last Board meeting; he planned to vote in favor to move this forward to the voters.

Christopher Browe asked if the field would be large enough for soccer, lacrosse, or field hockey with the surrounding track retained. Paul Mengold described the construction of the field and how it can be marked temporarily for various sports. Mr. Browe is still concerned about the 20-year bonding extending beyond the replacement of the surface, still concerned about safety on a faster field. Despite these concerns, he planned to vote in favor.

Ms. Cardozo wants to revisit gender equality issue, since the words "football field" leads most people to regard it as masculine territory. Gender equity in athletics has been a concern of other members of the public. Mr. Mengold commented on formal labeling and the habits of public speech ("stadium" as opposed to "football field"; "media center" as opposed to "library"), but said the department would be accountable on this issue.

John Grasso described his experience as an umpire for Division I college baseball; the turf field is easier on the body than grass. He said that hydration on the warmer turf field is not an issue when the weather is hot already.

*Vote in favor:* Christopher Browe, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio,  
Rita Gedansky, John A. Grasso, Thomas Hurley, James Stirling

*Vote opposed:* none.

*Abstain:* none.

*Motion passed.*

b. Second resolution

*Motion to the following resolution. (Patricia Cardozo, 2d Diane Crocco)*

RESOLVED, that the Board of Education recommends to the towns comprising Regional School District Number 5 that the aforesaid bond and temporary note authorizations be approved by referendum vote; and that said referendum be held on Tuesday, September 24, 2013; that notice of said referendum be given by publication and posting between five and fifteen days before said date, and that said notices of the referendum in the Towns of Bethany, Orange and Woodbridge be substantially in the following form:

“WARNING  
REFERENDUM VOTE  
Regional School District Number 5  
Town of \_\_\_\_\_  
Tuesday, September 24, 2013

A referendum vote of the electors and citizens qualified to vote in town meetings of the Town of \_\_\_\_\_, Connecticut will be held in the Town of \_\_\_\_\_ at the following polling places:

[INSERT TOWN POLLING PLACES]

and simultaneously in the other Towns in Regional School District Number 5 on Tuesday, September 24, 2013 between the hours of 12:00 P.M. (noon) and 8:00 P.M. pursuant to Section 10-56 of the General Statutes of Connecticut, Revision of 1958, as amended, upon a resolution adopted by the Regional Board of Education which will be placed on the ballots as the following question:

SHALL REGIONAL SCHOOL DISTRICT NUMBER 5 APPROPRIATE \$945,000 AND AUTHORIZE BONDS AND TEMPORARY NOTES IN THE SAME AMOUNT FOR REPLACEMENT OF THE CURRENT NATURAL GRASS FIELD AT THE AMITY REGIONAL HIGH SCHOOL ATHLETIC STADIUM WITH AN ARTIFICIAL TURF FIELD?

Voters approving the resolution shall vote “Yes” and those opposing the resolution shall vote “No”. Absentee ballots will be available from the Town Clerk’s office.

Dated at \_\_\_\_\_, Connecticut this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Town Clerk

Town of “

*Discussion:* Superintendent John Brady reminded Board members that they are prohibited from any advocacy from now until after the referendum vote, as is school staff. They may remind people to vote. He recommended the website of the State Elections Enforcement Commission as reference (<http://www.ct.gov/seec/site/default.asp>). Ms. Cohen invited the members of the Public to offer comment.

Sheila McCreven said the Woodbridge Board of Education (of which she is a member) is considering a referendum for remediating their elementary school, also in the last week of September.

*Motion to amend the referendum question within the resolution, to change “football stadium” to “athletic stadium.”* (Thomas Hurley, 2d Christopher Browe)

*Discussion:* none further

*Vote in favor unanimous.*

*Motion to amend passed.*

*Vote in favor of the amended resolution:* Christopher Browe, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Rita Gedansky, John A. Grasso, Thomas Hurley, James Stirling.

*Vote opposed:* none.

*Abstain:* none.

*Motion passed.*

### 3. Adjournment

*Motion to adjourn the meeting at 6:26 p.m.* (Thomas Hurley, 2d Rita Gedansky).

*Approval unanimous.*

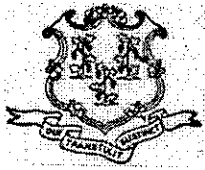
*Motion passed; meeting adjourned.*

Respectfully submitted,

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Rita Gedansky, secretary  
Pua Ford, recording clerk





STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



May 29, 2013

Ms. Mary Raiola  
Director of Pupil Services  
Region 5 Schools  
25 Newton Rd.  
Woodbridge, CT 06525

Dear Ms. Raiola,

Recently, you received notification from the Connecticut State Department of Education (CSDE), Bureau of Data Collection, Research and Evaluation (BDCRE) that your school district was selected for participation in the CSDE's Special Education Data Application and Collection (SEDAC) Desk Audit. That notification included preliminary notification that your district would simultaneously participate in the Bureau of Special Education (BSE) file review process.

Through a coordinated activity, as part of the General Supervision and Focused Monitoring systems for students with disabilities in Connecticut, the BSE conducted a file review for ten of the students from your district for whom the BDCRE requested data.

RESULTS OF BUREAU OF SPECIAL EDUCATION FILE REVIEW PROCESS:

**Congratulations! Within the scope of the BSE file review process, your district has demonstrated full compliance with the Individuals with Disabilities Education Improvement Act (IDEA).**

The results of the BSE file reviews will be one consideration in determining which school districts will be selected to participate in the "How to Create a Data Wall" Focused Monitoring session scheduled for October 10, 2013, and the "Data Showcase and Presentation of District Data" session scheduled for November 26, 2013.

Please set aside these dates in anticipation of attending the events with a district team consisting of the superintendent of schools or designee, the director of special education, your district's assessment data contact, a high school principal, the staff person(s) responsible for oversight of the district's curriculum and instruction and any other personnel whom you feel would be an asset in analyzing and presenting your district's data. Notification regarding the status of your participation in these events will be forwarded no later than July 31, 2013. If your district is chosen for participation, your notification will be accompanied by further instructions to best assist you in preparing for the events.

If you have any questions or need additional information, please contact Jay Brown at 860-713-6918 or [jay.brown@ct.gov](mailto:jay.brown@ct.gov).

Jay A. Brown  
Bureau of Special Education  
Connecticut State Department of Education

**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*

**May 13, 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**

Rosana Casais – F/T – Spanish – Ms. Casais comes to Amity having previously taught in the New Canaan and Madison public school systems. She received her BA from University of Santiago de Compostela, Spain.

Sandra Goncalves – P/T – Spanish – Sandra recently completed her student teaching at Amity Regional High School. She has received her BS in Spanish from Southern Connecticut State University.

**Amity Reg. Middle Schools – Orange**

Diana DiGangi – F/T – Physical Education – Diana did her student teaching at Beecher Road School and Amity Regional High School during the spring of 2011. She has been a benched sub at the Orange Campus for the past two years. Diana completed her BS and certification from Southern Connecticut State University.

Jennifer Adelson – F/T – Math – Jennifer comes to Amity after recently completing her Master's at Quinnipiac University. She did her internship and student teaching at North Haven Middle School. She also received her Bachelor's degree from Quinnipiac University.

**Amity Reg. Middle School – Bethany**

Michelle Ortiz – F/T English (Permanent – Was covering LOA 12-13) – BS from Monmouth University – Major – Special Education (with dual certification in Elementary Ed); MA via two universities: Georgia State (2 yrs) and Texas Women's (2 yrs) – Major – Reading, Language & Literacy.

Julie Kile – F/T – Math – BA in English from Nazareth College of Rochester; MA in English from SUNY College in Buffalo; Additional BS in Mathematics from the University of Wisconsin-Platteville.

**Coaches:**

**Amity Reg. High School – Woodbridge:**

Jessica Hoffer – Girls' Freshmen Volleyball

Matthew Fallon – Freshmen Football

**Amity Reg. Middle Schools – Bethany / Orange:**

Diana DiGangi – Girls' Volleyball – Amity MS – Orange Campus

**Resignation(s):**

Jessica Trilling – Math Teacher – Amity Reg. Middle School – Orange Campus

Eric Mills – Freshmen Baseball – Amity Reg. High School

**Retirement(s):**

Rocco Palmieri – District Technology Coordinator

JJB/pfc

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



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

*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 Contracts of \$35,000 or More  
Date: May 31, 2013

I recommend the following contracts over \$35,000 be awarded by the Amity Board of Education in accordance with the Board's Policy on purchasing procedures:

**1. Site-Based Grounds Maintenance Program:**

There were two companies at the mandatory pre-bid meeting; however, only one company submitted a written proposal. Facilities Director Jim Saisa recommends the bid be awarded to Sports Turf of Connecticut of Orange for the bid price of \$215,000 for the fiscal year 2013-2014 with two option years at the Board's sole discretion. If the taxpayers approve the bonding for an artificial turf field, the bid proposal is \$208,800. The contractor will be responsible to provide equipment and perform all required manufacturer's maintenance.

The bid specifications include mowing of grass, turf fertilization and weed control, pruning, watering, insect and disease control, policing of all grounds at Middle Schools and High School and Athletic Field Complex at the High School, Integrated Pest Management program for insect and weed control, maintain curbs and cracks in asphalt and concrete sidewalks weed free, spring cleanup of winter debris, continuous clean-up of leaves, spot seeding of all turf areas as necessary, rolling and dragging of three infields as necessary, maintenance of three infields – includes any necessary clay, hand weed groundcover and planting beds to keep a weed-free appearance, covering existing mulched beds with shredded hardwood mulch, supply and install perennial flowers in the existing flower bed, ensure the daily operation of the irrigation system as well as winterizing it in the fall and reenergizing and flushing the irrigation system in the spring, and so forth.

*Move to award the site-based grounds maintenance program for July 1, 2013 to June 30, 2014 to Sports Turf of Connecticut of Orange at the bid price of \$215,000 for the first year of a three-year contract. If an artificial turf field is installed, the contract price will be \$208,800. The bid price will be held for all three years. The Board reserves the right to cancel the contract if Sports Turf of Connecticut of Orange fails to perform in a satisfactory manner.*

**2. Snow Removal, Ice Control & Sanding Services:**

There were six companies at the mandatory pre-bid meeting. Four companies submitted written proposals. Facilities Director Jim Saisa recommends the Board award the bid to Denny Landscaping Ltd of Orange. Denny Landscaping Ltd was the low bidder on all line items of snow removal and sanding. Furthermore, the company offered free parking lot sweeping each year and a complete line painting once if given a three-year contract. The bid prices are based on the amount of snow (e.g., 1 to 6 inches of snow at \$600; 6 inches to 9 inches of snow at \$700; 9 inches and up of snow at \$825). The prices will be held for all three years.

*Move to award the snow removal, ice control and sanding services to Denny Landscaping Ltd of Orange for July 1, 2013 to June 30, 2014 for the first year of a three-year contract at the bid prices based on the amount of snow. The Board reserves the right to cancel the contract if Denny Landscaping Ltd of Orange fails to perform in a satisfactory manner.*

**3. Asphalt Repairs:**

Three companies submitted bids. YB Paving of Seymour was the low bidder at \$2.75 per square yard; however, the asphalt work they did in the past has already crumbled and is in need of replacement. P&S Paving, Inc. of Seymour and R.P. Dalton Inc. of Waterbury were tied at \$3.00 per square foot. Facilities Director Jim Saisa recommends the Board award the contract to P&S Paving, Inc. of Seymour at \$3.00 per square foot. We have had great success with the asphalt work P&S Paving has done in the past.

*Move to award asphalt repair services, as needed by the District, to P&S Paving, Inc. of Seymour for July 1, 2013 to June 30, 2014 at the bid price of \$3.00 per square foot. The Board reserves the right to cancel the contract if P&S Paving, Inc. fails to perform in a satisfactory manner.*

**4. Substitute Teacher Services:**

The District has been using Kelly Educational Services for many years. There are no other similar services. Therefore, we are asking the Board to award the contract based on a sole source vendor. Last fiscal year, the District paid Kelly Education Services \$61,483.66. As of May 31, 2013, the total paid is \$58,537.23.

*Move to award the substitute teacher service to Kelly Educational Services for July 1, 2013 to June 30, 2014. The price will be negotiated by the Director of Finance and Administration. The Board reserves the right to cancel the contract if Kelly Educational Services fails to perform in a satisfactory manner.*

**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 APR '13 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 MAY '13 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 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	228,047	6,282	234,329	24,824	FAV
3	OTHER STATE GRANTS	610,679	1,043,577	797,442	(31,861)	765,581	(277,996)	UNF
4	MISCELLANEOUS INCOME	1,031,364	409,182	408,042	(60,493)	347,549	(61,633)	UNF
5	BUILDING RENOVATION GRANTS	478,125	286,347	286,347	0	286,347	0	FAV
6	TOTAL REVENUES	43,522,395	43,613,162	43,384,429	(86,072)	43,298,357	(314,805)	UNF
7	SALARIES	22,713,423	22,926,055	23,044,110	(7,318)	23,036,792	110,737	UNF
8	BENEFITS	5,498,457	5,035,918	5,074,797	(1,310)	5,073,487	37,569	UNF
9	PURCHASED SERVICES	5,491,309	6,923,720	6,496,023	(52,423)	6,443,600	(480,120)	FAV
10	DEBT SERVICE	5,633,460	5,364,858	5,342,896	(2,336)	5,340,560	(24,298)	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,946,315	3,040,193	3,123,372	(10,625)	3,112,747	72,554	UNF
12	EQUIPMENT	320,059	56,887	125,120	(4,779)	120,341	63,454	UNF
13	IMPROVEMENTS / CONTINGENCY	33,637	150,000	19,839	(1,313)	18,526	(131,474)	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	43,345,946	(80,104)	43,265,842	(347,320)	FAV
18	SUBTOTAL	629,494	0	38,483	(5,968)	32,515	32,515	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	38,483	(5,968)	32,515	32,515	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 APR '13 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 MAY '13 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 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	WOODBRIE 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	2,964	0	2,964	(343)	UNF
6	PARKING INCOME	30,054	30,000	25,332	6,429	31,761	1,761	FAV
7	INVESTMENT INCOME	977	2,500	400	(150)	250	(2,250)	UNF
8	ATHLETICS	25,948	22,000	22,372	0	22,372	372	FAV
9	TUITION REVENUE	69,232	76,028	110,859	0	110,859	34,831	FAV
10	TRANSPORTATION INCOME	72,942	75,670	66,120	3	66,123	(9,547)	UNF
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	202,397	209,505	228,047	6,282	234,329	24,824	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	610,679	1,043,577	797,442	(31,861)	765,581	(277,996)	UNF
15	OTHER STATE GRANTS	610,679	1,043,577	797,442	(31,861)	765,581	(277,996)	UNF
16	RENTAL INCOME	29,701	29,000	24,740	3,440	28,180	(820)	UNF
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	(63,956)	0	(64,034)	UNF
21	OTHER REVENUE	64,663	16,148	19,346	23	19,369	3,221	FAV
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	1,031,364	409,182	408,042	(60,493)	347,549	(61,633)	UNF
24	BUILDING RENOVATION GRANTS	478,125	286,347	286,347	0	286,347	0	FAV
25	TOTAL REVENUES	43,522,395	43,613,162	43,384,429	(86,072)	43,298,357	(314,805)	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

LINE	CATEGORY	COLUMN 1 2011-2012 ACTUAL	COLUMN 2 2012-2013 BUDGET	COLUMN 3 APR '13 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 MAY '13 FORECAST	COLUMN 6 VARIANCE OVER/UNDER)	COLUMN 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,210,777	19,326,825	19,384,272	1,293	19,385,565	58,740	UNF
2	5112-CLASSIFIED SALARIES	3,502,646	3,599,230	3,659,838	(8,611)	3,651,227	51,997	UNF
3	SALARIES	22,713,423	22,926,055	23,044,110	(7,318)	23,036,792	110,737	UNF
4	5200-MEDICARE - ER	294,034	298,468	310,719	(645)	310,074	11,606	UNF
5	5210-FICA - ER	221,612	229,591	238,263	(638)	237,625	8,034	UNF
6	5220-WORKERS' COMPENSATION	119,070	134,184	149,887	0	149,887	15,703	UNF
7	5231-BLUE CROSS DENTAL	259,310	247,121	247,121	0	247,121	0	FAV
8	5251-MEDICAL INSURANCE	3,272,420	2,799,458	2,799,458	0	2,799,458	0	FAV
9	5860-OPEB TRUST	376,753	394,346	394,346	0	394,346	0	FAV
10	5260-LIFE INSURANCE	45,356	44,438	45,892	(27)	45,865	1,427	UNF
11	5275-DISABILITY INSURANCE	9,345	9,582	10,381	0	10,381	799	UNF
12	5280-PENSION PLAN - CLASSIFIED	599,032	663,791	663,791	0	663,791	0	FAV
13	5282-RETIREMENT SICK LEAVE - CERT	113,827	87,264	87,264	0	87,264	0	FAV
14	5283-RETIREMENT SICK LEAVE - CLASS	24,093	8,118	8,118	0	8,118	0	FAV
15	5284-SEVERANCE PAY - CERTIFIED	131,225	107,557	107,557	0	107,557	0	FAV
16	5290-UNEMPLOYMENT COMPENSATION	32,380	12,000	12,000	0	12,000	0	FAV
17	BENEFITS	5,498,457	5,035,918	5,074,797	(1,310)	5,073,487	37,569	UNF
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	9,076	11,564	17,390	0	17,390	5,826	UNF
19	5327-DATA PROCESSING	63,014	69,140	69,140	(4,214)	64,926	(4,214)	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	976,948	930,829	1,011,755	(15,000)	996,755	65,926	UNF
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	58,791	71,487	86,487	0	86,487	15,000	UNF
22	5510-PUPIL TRANSPORTATION	2,108,674	2,524,305	2,397,314	(24,799)	2,372,515	(151,790)	FAV
23	5521-GENERAL LIABILITY INSURANCE	158,330	166,770	162,761	3,640	166,401	(369)	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	68,605	73,748	74,948	0	74,948	1,200	UNF
25	5560-TUITION EXPENSE	1,971,800	2,984,225	2,584,576	(12,050)	2,572,526	(411,699)	FAV
26	5590-OTHER PURCHASED SERVICES	76,071	91,652	91,652	0	91,652	0	FAV
27	PURCHASED SERVICES	5,491,309	6,923,720	6,496,023	(52,423)	6,443,600	(480,120)	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 APR '13 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 MAY '13 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
28	5830-INTEREST	1,832,444	1,679,858	1,657,896	(2,336)	1,655,560	(24,298)	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	(2,336)	5,340,560	(24,298)	FAV
31	5410-UTILITIES, EXCLUDING HEAT	749,270	812,299	849,858	0	849,858	37,559	UNF
32	5420-REPAIRS, MAINTENANCE & CLEANING	675,754	672,721	729,511	1,375	730,886	58,165	UNF
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	38,108	0	38,108	(179,731)	FAV
36	5621-NATURAL GAS	0	0	104,000	(12,000)	92,000	92,000	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	530,490	0	530,490	64,561	UNF
41	SUPPLIES (INCLUDING UTILITIES)	2,946,315	3,040,193	3,123,372	(10,625)	3,112,747	72,554	UNF
42	5730-EQUIPMENT - NEW	124,486	28,671	68,453	(4,779)	63,674	35,003	UNF
43	5731-EQUIPMENT - REPLACEMENT	195,573	28,216	56,667	0	56,667	28,451	UNF
44	EQUIPMENT	320,059	56,887	125,120	(4,779)	120,341	63,454	UNF
45	5715-IMPROVEMENTS TO BUILDING	4,785	0	0	0	0	0	FAV
46	5720-IMPROVEMENTS TO SITES	28,852	0	17,550	976	18,526	18,526	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	(147,711)	(2,289)	(150,000)	(150,000)	FAV
49	5855-CAPITAL RESERVE	0	0	0	0	0	0	FAV
50	IMPROVEMENTS / CONTINGENCY	33,637	150,000	19,839	(1,313)	18,526	(131,474)	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	43,345,946	(80,104)	43,265,842	(347,320)	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**

**MAY 2013**

**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)**

- 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.
- The Director of Finance and Administration and Director of Facilities negotiated the cost for snow removal related to the blizzard down from \$92,000 to \$65,000.

## 2012-2013 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is **\$32,515 FAV** (*previously \$38,483 FAV*), which appears on page 1, column 6, line 18.

### REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$314,805 UNF** (*previously \$228,733 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 6 on Page 2: PARKING INCOME:

*The forecast is based on fees collected.*

#### 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**

<u>Month</u>	<u>Rate</u>
June 2012	0.09%
July	0.21%
August	0.22%
September	0.18%
October	0.14%
November	0.21%
December	0.18%
January 2013	0.21%
February	0.11%
March	0.07%
April	0.07%
<i>May</i>	<i>0.07%</i>

*Available funds are being kept at People's United Bank, because their interest rate is 0.25% compared to the State Treasurer's Investment Fund (STIF) interest rate of 0.07% in May 2013.*

#### 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 March SEDAC report reflected a decrease in special education expenditures for FY 13, resulting in a decrease in State funding.

*The updated forecast is based on an actual reimbursement rate of 73.2 percent (down from 76.3 percent).*

**LINE 16 on Page 2: RENTAL INCOME:**

*The forecast is based on outstanding invoices.*

**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. *The forecast eliminates this revenue source as an offset to operating expenditures. The \$63,956 UNF has been transferred into the Medical and Dental Self-Insurance Fund to help boost the Reserve Balance.*

**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 *\$347,320 FAV (previously \$267,216 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 number of degree changes was less than budgeted for a savings of about **\$30,000 FAV**. Long-term substitutes are projected to cost more than budgeted (**\$15,000 UNF**). The forecast has a **\$17,500 FAV** decrease in projected expenditures for staff on leave-of-absences and homebound costs. The updated forecast includes estimated savings of **\$21,000 FAV** from unpaid leaves-of-absence. *The forecast is based on the current staff.*

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

The part-time guard at the high school is working full-time at an additional expense of about **\$9,100 UNF**. Overtime is projected to exceed budget at this time. Overtime expenditures related to the blizzard clean-up and building usage are estimated at **\$15,000 UNF**. The 10-month staff employees worked extra days during the April vacation at an estimated cost of **\$4,000 UNF**. *Projected overtime expenses were reduced. 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 resulted in a premium payment of \$877 compared to a budget of \$5,000, or a favorable variance of \$4,123 FAV.

**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*

<u>MONTH</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
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	\$ 208,398.68	\$ 253,882	(\$ 45,483.32)
December 2012	\$ 202,906.11	\$ 253,882	(\$ 50,975.89)
January 2013	\$ 250,896.78	\$ 253,882	(\$ 2,985.22)
February 2013	\$ 151,048.23	\$ 253,882	(\$ 102,833.77)
<i>March 2013</i>	\$ 140,777.16	\$ 253,882	(\$ 113,104.84)
<i>April 2013</i>	<u>\$ 203,111.95</u>	<u>\$ 253,882</u>	<u>(\$ 50,770.05)</u>
<i>Totals To-Date</i>	<u>\$1,870,955.42</u>	<u>\$2,538,820</u>	<u>(\$ 667,864.58) FAV</u>

*Self-Insurance Fund Reserve Balance*

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<i>ERRP</i>	\$ 63,956.00	\$ 63,956	\$ 0
<i>Actual to Budget Variance</i>	<u>\$ 667,864.58</u>	<u>\$ 390,000</u>	<u>\$277,864.58</u>
<i>Total Reserve Balance</i>	<u>\$ 731,820.58</u>	<u>\$ 453,956</u>	<u>\$277,864.58 FAV</u>

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 18 on Page 3: 5322-INSTRUCTIONAL PROGRAM IMPROVEMENT:**

A budget transfer of \$5,826 UNF was made to pay outside consultants, who will participate in professional development for teachers at the end of June 2013.

**LINE 19 on Page 3: 5327-DATA PROCESSING:**

*The forecast projects this expenditure will be under budget by \$4,214 FAV. The Finance Office used less forms due to moving to electronic payments. Also, we did the training by webinars rather than bringing in trainers.*

**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.

*Legal expenditures to-date is \$46,011.81.* The budget for legal expenditures is \$50,000. We anticipate expending the entire budget at this time. However, without any negotiations, it is possible there may be some unspent funds.

The Board approved expenditures 'up to' \$9,000 UNF for CAFE Search to assist in the search for a new Superintendent of Schools.

The Superintendent of Schools said he will try to find funds to pay \$15,000 for a Graduate Study. 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. *This possible expenditure has been removed from the forecast.*

A budget transfer of \$70,000 UNF was made to cover special education service needs.

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

A budget transfer of \$15,000 UNF from Contingency Account was made 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. The estimated net savings is \$2,500 to \$3,000 in 2013-2014 as a result of rental ice hourly charge not increasing.

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

The forecast projects special education transportation to be *\$151,790 FAV (previously \$126,991 FAV)*.

**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 under budget. In addition, the Student Accident Insurance premium of \$13,764 is \$1,236 under budget. *The forecast includes International Travel insurance. This account is projected to be under budget by \$369 FAV.*

**LINE 24 on Page 3: 5550-COMMUNICATIONS:TELEPHONE, POSTAGE, ETC.:**

The District purchased three Verizon cell phone signal enhancers, one for Orange Middle School, one for Amity High School and one for the District Offices, at a cost of \$1,200 UNF. Bethany Middle School has a good Verizon signal and did not need a cell phone signal enhancer.

**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 \$31,711 FAV.

	FY08-09 ACTUAL	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 BUDGET	FY12-13 ACTUAL
Sound	9	9	7	6	7	8
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	14

Public (ACES) and private out-of-district placements are projected at **\$377,261 FAV** (*previously \$365,211 FAV*) under budget.

	FY08-09 ACTUAL	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 BUDGET	FY12-13 ACTUAL
<i>Public SPED</i>	9	7	6	6	9	8
<i>Private SPED</i>	21	20.5	21	24	30	21(22)
<i>Totals</i>	30	27.5	27	30	39	29(30)

Note: 0.5 is a part-time student.

The District has 26 students attending ECA. One student withdrew; however, the District will not receive a refund of the tuition. 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 **\$24,298.25 FAV** (*previously \$21,961.67 FAV*). *The cost of issuance was lower than the original estimate.*

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

The Amity Finance Committee and Amity Board of Education approved a budget transfer of **\$17,000 FAV** 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.

Based on the most updated information, the projected electricity savings at the Middle Schools is 13 percent compared to the budgeted savings of 20 percent. The forecast includes an unfavorable variance for electricity of **\$59,198 UNF**. When the 2012-2013 budget was prepared, the retro-fit lighting projects at the Middle Schools had not started so we assumed it would be comparable to the High School. There have been significant cost savings but not as much as budgeted. In addition, we have had a number of positive initiatives which may seem small on their own but have had a cumulative effect on overall energy usage, including:

- New computer labs have been built (e.g., Science room in Bethany Middle School)
- Kitchens have added large current-draw equipment, such as Panini makers and larger pizza display cases
- Wireless switches have been added for better internet connection
- Cafeteria doors at the middle schools are held open electronically
- Security camera systems were installed
- Almost all classrooms now have smart boards
- Additional computers and new heat-producing kitchen equipment added more cooling load to our HVAC system

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 spent **\$98,975** (*previously reported \$97,600*) on snow removing and sanding, including the blizzard. The budget is \$47,000. The shortfall is **\$51,975 UNF** (*previously reported \$50,600 UNF*). A budget transfer was approved from the Contingency Account to pay all the outstanding invoices.

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 UNF**.

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.

An electronic lock system was installed at the District Offices for security reasons. The cost was **\$1,800 UNF**. Some additional cameras were installed at a cost of **\$4,390 UNF**.

**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 from last fiscal year, the forecast assumes no additional gallons will be needed. This will result in a savings of **\$35,000 FAV**.

The forecast includes the purchase of generator fuel at the middle schools and high school for **\$1,664.97 UNF**.

Based on a projected surplus, we plan to ‘top-off’ the oil tanks at an estimated cost of **\$14,500 UNF**.

**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.

As previously mentioned, we have been anticipating expenditures for natural gas to be \$149,495. Based on a review of actual invoices over the past several months, Facilities Director Jim Saisa projects yearend expenditures to be **\$92,000 UNF (previously \$104,000 UNF)**.

*As of the end of the heating season, heating degree days were 4,751 compared to a normal of 5,097, or 6.8 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: 5690-OTHER SUPPLIES:**

A budget transfer of **\$64,561 UNF** from Contingency Account was made 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 42 on Page 4: 5730-EQUIPMENT – NEW:**

A budget transfer of \$1,000 UNF was made to purchase two iPads (\$798) and other items for the Science pilot program.

A budget transfer of \$1,000 UNF was made to purchase tables for the Annual Science Fair. In the past, we have rented the tables and this purchase will save money in the future.

In the aftermath of the tragedy at Sandy Hook Elementary School in Newton, the administration engaged in a comprehensive review of internal security procedures. As part of this review, new lockdown procedures have been developed. One weakness that we are experiencing involves internal and external communication between Amity administrators managing any potential emergencies, and first responders from area law enforcement agencies. In an emergency, our ability to communicate would rely exclusively on analog radio communications. The current radios used by Amity administrators and staff do not communicate with first responders from the Orange Police Department. There are also large dead zones in the current analog set-up. New radios are required to solve this problem. A budget transfer of \$37,782 was made to purchase the equipment. *The actual price is \$33,002.16, or a reduction of \$4,779 FAV from the original quote.*

**LINE 43 on Page 4: 5731-EQUIPMENT – REPLACEMENT:**

A projector was purchased in August to replace the one used in the High School Auditorium for \$2,916 UNF. A budget transfer of \$2,000 UNF was made to replace a fitness bike at Bethany Middle School. The bike was inoperable.

A budget transfer was made to purchase a computer for the Building Maintainer to control the HVAC system. The cost was \$1,091 UNF.

A budget transfer request of \$21,850 UNF was approved to purchase technology equipment to replace Megabit network switches with Gigabit switches. The funding for this request is in the 2013-2014 budget. If this purchase is made in this fiscal year, the 2013-2014 budget for this item would be reallocated to fund a Long Range Planning study.

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

The oil tank at Amity High School needed to be removed. The cost was \$18,526 UNF (*estimated at \$17,550 UNF*). This was covered by a transfer from the Contingency Account of \$17,550.

**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.

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.

April:          **\$50,600** – Pay the outstanding invoices for snow removal and sanding, including the blizzard.

June:           **\$2,289** – *Pay for radios for the three school buildings and District offices for security purposes.*

**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.

**LINE 56 on Page 4: ESTIMATED UNSPENT BUDGETS:**

The January forecast assumed \$50,000 FAV of the budget will not be spent. From past history, small amounts from numerous accounts are unspent at yearend. However, with the blizzard and other potential snowfalls, the forecast is now assuming no unspent funds. This could change as we move forward in the fiscal year.



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	02111010	5810 DUES & FEES	\$ -340.00	MEMBERSHIP DUES
September 2012	49	02132400	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	03111001	5611 INSTRUCTIONAL SUPPLIES	\$ -400.00	Funds for field trip
September 2012	122	03142700	5510 PUPIL TRANSPORTATION	\$ 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	5690 OTHER SUPPLIES	\$ 400.00	purchase document camera
October 2012	131	03111009	5641 TEXTBOOKS	\$ -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	5810 DUES & FEES	\$ -742.00	PD
October 2012	221	03111001	5611 INSTRUCTIONAL SUPPLIES	\$ -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	01142600	5620 OIL USED FOR HEATING	\$ -2,865.00	Subscriptions
December 2012	54	01111009	5611 INSTRUCTIONAL SUPPLIES	\$ 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	
December 2012	167	01111011	5731 EQUIPMENT - REPLACEMENT	\$ 2,000.00	Replace Elliptical & Life Bike
December 2012	167	01142600	5620 OIL USED FOR HEATING	\$ -2,000.00	Replace Elliptical & Life Bike
January 2013	95	02132220	5690 OTHER SUPPLIES	\$ -300.00	author visit fee
January 2013	95	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 300.00	author visit fee
January 2013	114	05132212	5580 STAFF TRAVEL	\$ 200.00	TRAVEL - STAFF NEEDS INCREASE
January 2013	114	05132212	5690 OTHER SUPPLIES	\$ -200.00	TRAVEL - STAFF NEEDS INCREASE
January 2013	149	01111016	5611 INSTRUCTIONAL SUPPLIES	\$ 102.00	READING CLASS TEST
January 2013	149	01111016	5641 TEXTBOOKS	\$ -101.00	READING CLASS TEST
January 2013	149	01111016	5690 OTHER SUPPLIES	\$ -1.00	READING CLASS TEST
January 2013	261	02111013	5611 INSTRUCTIONAL SUPPLIES	\$ 753.00	Temperature sensors
January 2013	261	02142600	5620 OIL USED FOR HEATING	\$ -1,347.00	Temperature sensors & fitbike
January 2013	261	02111011	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 594.00	Fitness Bike replacement
February 2013	12	03111016	5641 TEXTBOOKS	\$ -572.00	Gates-MacGintie scoring sheets
February 2013	12	03111016	5611 INSTRUCTIONAL SUPPLIES	\$ 572.00	Gates-MacGintie scoring sheets
February 2013	184	02142600	5620 OIL USED FOR HEATING	\$ -594.00	Elliptical & bike
February 2013	184	02111011	5731 EQUIPMENT - REPLACEMENT	\$ 594.00	Elliptical & bike
February 2013	224	03142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -2,000.00	supplies
February 2013	224	03142600	5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ 2,000.00	supplies
February 2013	241	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 1,091.00	siemens' server
February 2013	241	01142600	5440 RENTALS-LAND,BLDG, EQUIPMENT	\$ -500.00	siemens' server
February 2013	241	02142600	5440 RENTALS-LAND,BLDG,EQUIPMENT	\$ -591.00	siemens' server
March 2013	20	02142219	5611 INSTRUCTIONAL SUPPLIES	\$ -50.00	MUSIC FOR SPRING CONCERT
March 2013	20	02111010	5641 TEXTBOOKS	\$ 50.00	MUSIC FOR SPRING CONCERT
March 2013	181	03111010	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 300.00	for instrument repairs
March 2013	181	03111010	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -300.00	for instrument repairs
March 2013	223	01132220	5690 OTHER SUPPLIES	\$ 295.00	Purchase books for Media Cente
March 2013	223	01132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -295.00	Purchase books for Media Cente
March 2013	237	04126130	5560 TUITION EXPENSE	\$ -1,200.00	INTERPRETER/TCHR OF THE DEAF
March 2013	237	04122151	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 1,200.00	INTERPRETER/TCHR OF THE DEAF
March 2013	254	02111013	5611 INSTRUCTIONAL SUPPLIES	\$ 24.00	COVER SHIPPING CHARGES
March 2013	254	02111013	5690 OTHER SUPPLIES	\$ -24.00	COVER SHIPPING CHARGES
April 2013	15	01132400	5810 DUES & FEES	\$ 220.00	AMLE DUES
April 2013	15	01142219	5611 INSTRUCTIONAL SUPPLIES	\$ -220.00	AMLE DUES
April 2013	17	02132220	5690 OTHER SUPPLIES	\$ 220.00	LAMINATION
April 2013	17	02132220	5810 DUES & FEES	\$ -220.00	LAMINATION
April 2013	18	02132400	5690 OTHER SUPPLIES	\$ -100.00	SCHOLAR LEADER BANQUET
April 2013	18	02132400	5810 DUES & FEES	\$ 100.00	SCHOLAR LEADER BANQUET
April 2013	20	03111016	5690 OTHER SUPPLIES	\$ -112.00	wilson training
April 2013	20	03111016	5810 DUES & FEES	\$ 112.00	wilson training
April 2013	22	03111016	5810 DUES & FEES	\$ 63.00	Wilson Training
April 2013	22	03111016	5641 TEXTBOOKS	\$ -63.00	Wilson Training
April 2013	23	03111016	5641 TEXTBOOKS	\$ -534.00	IEP Assessments
April 2013	23	03111016	5611 INSTRUCTIONAL SUPPLIES	\$ 534.00	IEP Assessments
April 2013	37	02111011	5611 INSTRUCTIONAL SUPPLIES	\$ 590.00	P.E. SUPPLIES
April 2013	37	02111011	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -590.00	P.E. SUPPLIES
April 2013	65	01132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 1,000.00	Purchase Professional Developm
April 2013	65	01132220	5690 OTHER SUPPLIES	\$ -1,000.00	Purchase Professional Developm
April 2013	67	04122151	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 2,300.00	ASL INTERPRETING SERVICES
April 2013	67	04126130	5560 TUITION EXPENSE	\$ -2,300.00	ASL INTERPRETING SERVICES

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
April 2013	69	01132120	5611	INSTRUCTIONAL SUPPLIES	\$ 120.00	Supplies needed for end of yea
April 2013	69	01132120	5810	DUES & FEES	\$ -120.00	Supplies needed for end of yea
April 2013	71	01132220	5690	OTHER SUPPLIES	\$ -568.00	Purchase Professional books fo
April 2013	71	01132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 568.00	Purchase Professional books fo
April 2013	95	01111010	5810	DUES & FEES	\$ 15.00	MEMBERSHIP FEE
April 2013	95	01111010	5690	OTHER SUPPLIES	\$ -15.00	MEMBERSHIP FEE
April 2013	99	01111006	5611	INSTRUCTIONAL SUPPLIES	\$ -151.00	HOLEPUNCH DISK SET
April 2013	99	01111006	5690	OTHER SUPPLIES	\$ 151.00	HOLEPUNCH DISK SET
April 2013	109	01111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -599.99	REPLACE SOUNDBOARD TABLE
April 2013	109	01111010	5731	EQUIPMENT - REPLACEMENT	\$ 599.99	REPLACE SOUNDBOARD TABLE
April 2013	110	01111010	5690	OTHER SUPPLIES	\$ 99.99	USE FOR APPLE TV
April 2013	110	01111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -99.99	USE FOR APPLE TV
April 2013	118	02142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -500.00	chiller parts/repairs
April 2013	118	03142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ 500.00	chiller parts/repairs
April 2013	121	03132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -2,612.00	for media supplies and equip
April 2013	121	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ 2,612.00	for media supplies and equip
April 2013	148	05132212	5590	OTHER PURCHASED SERVICES	\$ 72.00	CATERED EVENTS
April 2013	148	05132212	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ -72.00	TRANSER TO PURCH. SERVICES
April 2013	149	05132213	5611	INSTRUCTIONAL SUPPLIES	\$ 132.00	BOOKS SUPPLIES
April 2013	149	05132213	5810	DUES & FEES	\$ -132.00	TRANSER TO SUPPLIES
April 2013	155	03132220	5810	DUES & FEES	\$ -130.00	for guest conductor - music
April 2013	155	03132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 130.00	for guest conductor - music
April 2013	158	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ 357.00	Art Supplies
April 2013	158	03111017	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -357.00	for art supplies
April 2013	164	03111009	5690	OTHER SUPPLIES	\$ -399.00	department ipad purchase
April 2013	164	05142350	5690	OTHER SUPPLIES	\$ 399.00	department ipad purchase
April 2013	165	05142350	5730	EQUIPMENT - NEW	\$ 1,700.00	Smart Board purchase
April 2013	165	05142350	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,700.00	Smart Board purchase
April 2013	168	03142700	5510	PUPIL TRANSPORTATION	\$ 700.00	INCREASED TRANSPORTATION COSTS
April 2013	168	03111013	5641	TEXTBOOKS	\$ -700.00	INCREASED TRANSPORTATION COSTS
April 2013	170	03111013	5641	TEXTBOOKS	\$ -1,000.00	TABLES/SCIENCE DEPT.
April 2013	170	03132400	5730	EQUIPMENT - NEW	\$ 1,000.00	TABLES/SCIENCE DEPT.
April 2013	172	03111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -855.00	TECH ED TRANSFER FOR SUPPLIES
April 2013	172	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 855.00	TECH ED TRANSFER FOR SUPPLIES
April 2013	175	03132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -273.00	BOOKS NEEDED
April 2013	175	03132120	5611	INSTRUCTIONAL SUPPLIES	\$ 273.00	BOOKS NEEDED
April 2013	176	02111011	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 95.00	REPAIRS OF GYM EQUIPMENT
April 2013	176	02111011	5611	INSTRUCTIONAL SUPPLIES	\$ -95.00	REPAIRS OF GYM EQUIPMENT
April 2013	181	02111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 175.00	REPAIRS OF GYM EQUIPMENT
April 2013	181	02111010	5611	INSTRUCTIONAL SUPPLIES	\$ -175.00	REPAIRS OF GYM EQUIPMENT
April 2013	183	03132120	5611	INSTRUCTIONAL SUPPLIES	\$ 527.00	BOOKS FOR CAREER CENTER
April 2013	183	03132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -527.00	BOOKS FOR CAREER CENTER
April 2013	184	03132120	5590	OTHER PURCHASED SERVICES	\$ -538.00	BOOKS FOR CAREER CENTER
April 2013	184	03132120	5611	INSTRUCTIONAL SUPPLIES	\$ 538.00	BOOKS FOR CAREER CENTER
April 2013	204	03132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -125.00	for music guest conductor
April 2013	204	03111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 125.00	for music guest conductor
April 2013	230	02142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -1,500.00	paint supplies
April 2013	230	03142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ 1,500.00	paint supplies
April 2013	258	03142600	5410	UTILITIES, EXCLUDING HEAT	\$ -803.00	propane
April 2013	258	01142600	5410	UTILITIES, EXCLUDING HEAT	\$ 803.00	propane
April 2013	266	01142600	5620	OIL USED FOR HEATING	\$ -1,785.00	Field trips - Sister Cities
April 2013	266	01142700	5510	PUPIL TRANSPORTATION	\$ 1,785.00	Field trips - Sister Cities
April 2013	271	05132213	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -845.00	END OF YEAR CONSULTANT
April 2013	271	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ 845.00	END OF YEAR CONSULTANT
April 2013	272	05132212	5690	OTHER SUPPLIES	\$ -1,937.00	TESTING MATERIALS

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
April 2013	272	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ 1,937.00	TESTING MATERIALS
April 2013	278	04122150	5690	OTHER SUPPLIES	\$ 185.00	Social Lang. Development test
April 2013	278	04122151	5690	OTHER SUPPLIES	\$ -185.00	Social Lang. Development test
April 2013	290	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -30.00	PRICE INCREASE
April 2013	290	02111005	5611	INSTRUCTIONAL SUPPLIES	\$ 30.00	PRICE INCREASE
May 2013	13	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ -408.00	GE Trip Bus
May 2013	13	03142700	5510	PUPIL TRANSPORTATION	\$ 408.00	GE Trip Bus
May 2013	39	03132400	5730	EQUIPMENT - NEW	\$ 1,600.00	science research furniture
May 2013	39	03132400	5590	OTHER PURCHASED SERVICES	\$ -1,600.00	science research furniture
May 2013	54	03113202	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ -2,500.00	Bus PO's are short \$\$\$
May 2013	54	03113202	5510	PUPIL TRANSPORTATION	\$ 2,500.00	Bus PO's are short \$\$\$
May 2013	66	05132213	5590	OTHER PURCHASED SERVICES	\$ 128.00	CATERED EVENTS
May 2013	66	05132213	5611	INSTRUCTIONAL SUPPLIES	\$ -128.00	CATERED EVENTS
May 2013	61	05142350	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 840.00	CONTRACTOR SERVICES
May 2013	61	05142350	5730	EQUIPMENT - NEW	\$ -840.00	CONTRACTOR SERVICES
May 2013	105	05132213	5111	CERTIFIED SALARIES	\$ -1,796.00	TESTING MATERIALS NEEDED
May 2013	105	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ 1,796.00	TESTING MATERIALS NEEDED
May 2013	107	04132140	5690	OTHER SUPPLIES	\$ 75.00	CHILDHOOD APRAXIA OF SPEECH
May 2013	107	04132190	5810	DUES & FEES	\$ -10.48	CHILDHOOD APRAXIA OF SPEECH
May 2013	107	04132190	5642	LIBRARY BOOKS & PERIODICALS	\$ -53.00	CHILDHOOD APRAXIA OF SPEECH
May 2013	107	04121201	5690	OTHER SUPPLIES	\$ -4.73	CHILDHOOD APRAXIA OF SPEECH
May 2013	107	04121203	5611	INSTRUCTIONAL SUPPLIES	\$ -6.79	CHILDHOOD APRAXIA OF SPEECH
May 2013	108	02111010	5641	TEXTBOOKS	\$ 60.00	MUSIC SUPPLIES
May 2013	108	02111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -60.00	MUSIC SUPPLIES
May 2013	112	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ -144.00	Purchase Department iPads
May 2013	112	03111009	5641	TEXTBOOKS	\$ -1,712.00	Purchase Department iPads
May 2013	112	03111009	5690	OTHER SUPPLIES	\$ -684.00	Purchase Department iPads
May 2013	112	03111009	5810	DUES & FEES	\$ -123.00	Purchase Department iPads
May 2013	112	03111015	5611	INSTRUCTIONAL SUPPLIES	\$ -300.00	Purchase Department iPads
May 2013	112	05142350	5730	EQUIPMENT - NEW	\$ 2,963.00	Purchase Department iPads
May 2013	124	02132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 465.00	PURCHASE LIBRARY BOOKS
May 2013	124	02132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -465.00	PURCHASE LIBRARY BOOKS
May 2013	133	01132400	5690	OTHER SUPPLIES	\$ 302.00	CLASSROOMHOOKS EMERGENCYGUIDE
May 2013	133	01142219	5611	INSTRUCTIONAL SUPPLIES	\$ -302.00	CLASSROOMHOOKS EMERGENCYGUIDE
May 2013	155	01142219	5611	INSTRUCTIONAL SUPPLIES	\$ -278.00	NELMS MEMBERSHIP
May 2013	155	01132400	5810	DUES & FEES	\$ 278.00	NELMS MEMBERSHIP
May 2013	158	01142219	5611	INSTRUCTIONAL SUPPLIES	\$ -159.00	REIMBURSEMENT FOR MTG SUPPLIES
May 2013	158	01142219	5690	OTHER SUPPLIES	\$ 159.00	REIMBURSEMENT FOR MTG SUPPLIES
May 2013	187	03132400	5730	EQUIPMENT - NEW	\$ 350.00	furniture shipping expense
May 2013	187	03132400	5590	OTHER PURCHASED SERVICES	\$ -350.00	furniture shipping expense
May 2013	261	01142219	5690	OTHER SUPPLIES	\$ -7.00	CPR PADS REPLACEMENTS
May 2013	261	01132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -208.00	CPR PADS REPLACEMENTS
May 2013	261	01132130	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -33.00	CPR PADS REPLACEMENTS
May 2013	261	01132130	5690	OTHER SUPPLIES	\$ 248.00	CPR PADS REPLACEMENTS

# **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](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: Budget Transfers of \$3,000 or More  
Date: June 3, 2013

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

## **Softball and Baseball Field Netting:**

If yearend funds are available, the Superintendent of Schools would like to install a netting system for the softball and baseball fields at Amity High School. This is to prevent foul balls from leaving the fields and hitting houses or cars. Two companies submitted bids. The lowest bid for the softball field was The Frankson Fence Company of North Haven for \$5,823 and the lowest bid for the baseball field was The Frankson Fence Company of North Haven for \$24,462. The Frankson Fence Company offered a 5% discount if both jobs are awarded to them. Facilities Director Jim Saisa recommends the Board award the project to The Frankson Fence Company. This company has done great work for Amity in the past.

**#1 - Move to make the following budget transfer to pay The Frankson Fence Company of North Haven for the installation of a netting system for the softball and baseball fields at Amity High School:**

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
TBA (Note A)	To Be Determined	\$28,771	
03-14-2600-5720	Improvements to Site		\$28,771

**Note A:** The Director of Finance and Administration will identify those accounts from which funds can be transferred in June 2013.

**Potential Yearend Expenditures:**

If funds are available, the Superintendent of Schools would like to do as many of the following projects as possible:

- **GRADUATE STUDY:** 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. Cost is \$15,000.
- **ADDITIONAL CAMERAS FOR AMITY HIGH SCHOOL:** Phase one (elevator area) will cost \$3,950; phase two (math wing and art hallway) will cost \$5,400; phase three (library/media center and science wing) will cost \$10,900; phase four (cameras at the field house) will cost \$2,690.
- **ADDITIONAL LOCKERS AT BETHANY MIDDLE SCHOOL:** Dr. Dellinger would like to add 20 lockers due to student growth. Cost is approximately \$4,800 installed.

We are in the process of applying for the State of Connecticut School Security Competitive Grant Program. The District may get a partial reimbursement of about 28 percent on our security initiatives.

***#2 - Move to make the necessary budget transfers to pay for a graduate study, additional cameras for Amity High School, and additional lockers at Bethany Middle School provided sufficient funds are available. The Director of Finance and Administration will identify those accounts from which funds can be transferred.***

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

Finance Committee

5/13/13

## MINUTES

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

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

**Also Present:** John Brady, Rita Gedansky, Thomas Hurley, Jack Levine, Marianne Lippard, Marie McPadden, Jim Saisa

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A meeting of the Finance Committee of the Amity Regional Board of Education was held on Monday, May 13, 2013 at 5:30 p.m. in the Presentation Room at the District Offices.

1. **Call to Order:** James Stirling called the meeting to order at 5:30 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Discussion and Possible Action on Minutes**
  - A. Finance Committee Meeting – April 8, 2013  
*Motion to approve the minutes as presented* (Ms. Brunwin, 2d Mr. Horwitz).  
*Vote in favor:* Janet Brunwin, Joseph Nuzzo, James Stirling  
*Vote opposed:* none  
*Abstain:* Matthew Giglietti *Motion passed.*
4. **Public Comment**

No members of the public addressed the Committee.
5. **To Consider and Act Upon a Resolution with Respect to Recommendations for an Appropriation and Borrowing Authorization for Costs Related to Replacement of the Current Natural Grass Field at the Amity Regional High School Football Stadium with an Artificial Turf Field**

Mr. Levine said that there has been considerable talk about an artificial turf field and bond counsel has prepared documents for the Committee to consider. The estimated debt service and the schedule of dates are shown. Considerable time has been taken to look into safety and health concerns. Despite a recent news article that raises concerns about sprains, the data that has been examined appears to show that artificial turf is safer, better and represents no negative health factors.

Dr. Brady pointed out that Amity students already play on artificial turf at other schools. A public meeting regarding this can be held on Tuesday, May 21<sup>st</sup>.



*Move to recommend to the Amity Board of Education that it move forward with the Referendum on bonding of an artificial turf field (Mr. Nuzzo, 2d Mr. Giglietti).*

*Discussion:*

Referring to the schedule of dates, Mr. Stirling questioned why July 2, 2013 was chosen for the referendum.

Dr. Brady said that he had suggested having the referendum in the fall, but Paul Mengold thought the July date would be better.

Ms. Brunwin noted that people may be away because that is a holiday week.

Mr. Giglietti questioned whether July 9<sup>th</sup> might work better.

Mr. Nuzzo said that he feels comfortable letting the people have a vote at this point. There will be a return on investment and more utilization of the field.

Dr. Brady said that no study has been done about additional revenue that the field might bring. Currently, these fields are found at almost every high school.

Mr. Stirling questioned whether the project would move forward with a straight majority.

Dr. Brady said that it would.

Mr. Levine said that bond counsel was comfortable with a 20-year bond. There will not be a lot of maintenance needed for the field. Carpet replacement is approximately \$300,000. The fields are very durable.

Mr. Giglietti said the grass field is often in poor condition. It would be a good idea to let the taxpayers decide whether to spend the money for an artificial turf field.

Mr. Horwitz said that it appears to be a good investment for the students.

Mr. Stirling said that he has reservations and will vote 'no'.

*Vote in favor:* James Horwitz, Matthew Giglietti, Joseph Nuzzo

*Vote opposed:* Janet Brunwin, James Stirling

***Motion passed.***

**6. Discussion of Proposed Artificial Turf Project Bond Referendum  
Proceedings Discussion Schedule**

It was noted that the schedule can be discussed at the Public Hearing tentatively scheduled for May 21, 2013.

**7. Discussion and Possible Action on Changing Audit Firm**

The Amity Board of Education appointed the audit firm of Grant Thornton LLP of Glastonbury, CT, to audit the district's financial statement for the fiscal year ended June 30, 2013, at a price of \$35,363.

In April, Robert Howard, Jr., Audit – Partner of Grant Thornton LLP, informed him that he and five of his professional staff will join Mahoney Sabol & Company, LLP of Glastonbury, CT. Mr. Levine recommends that Mahoney Sabol & Company, LLP be appointed in place of Grant Thornton, LLP to audit the District's financial statements for the fiscal year ended June 30, 2013. Based on the reduced overhead and rate structure of his new firm, Mr. Howard feels that he can pass along the savings and reduce the fee to \$32,500. Mr. Levine said that the District is committed to bidding next year.

*Move to recommend to the Amity Board of Education the appointment of Mahoney Sabol & Company, LLP of Glastonbury, Connecticut, in place of Grant Thornton LLP, to audit the District's finance statements for the fiscal year ended June 30, 2013, at a price of \$32,500. Furthermore, the Director of Finance Administration is authorized to sign the Letter of Engagement with Mahoney Sabol & Company, LLC (Mr. Giglietti, 2d Ms. Brunwin).*

*Vote in favor unanimous.*

*Motion passed.*

**8. Discussion and Possible Action of Food Service Operations****a) Contract Extension for 2013-2014**

Mr. Levine said that the District is required to bid after five years, as the State requires bidding at least once every five years. We are currently completing the fourth year and are satisfied with Compass Group, USA, Inc. (Chartwells). He recommends continuing with Chartwells.

**b) Increase in Lunch Prices and A La Carte Prices**

Last year, we needed to raise meal prices by \$0.10 for a full paid type A meal in all three schools. A la carte prices were also increased for selected items. This was primarily due to the new costly Federal mandate to increase the portion size and the requirement for providing ½ cup of fruit or vegetable, notwithstanding whether the student wants it or not. The costs of the Federal mandates were substantial. Just adding the required fresh fruit for each meal added between 15 to 25 cents to each full paid type A meal, while the Federal reimbursement was only 6 cents. The Federal grain requirements initially caused Chartwells to use smaller rolls. This caused lower student participation at the High School. The Federal government eventually revised the grain requirement, but participation levels at the High School have not

come back to previous levels, resulting in loss profits. The net loss projected is \$30,570. The contract states, "If the annual operating statement shows a profit less than breakeven, Chartwells will reduce its management fee by the difference between the actual and guaranteed amount..." Thus, Chartwells will absorb \$18,360 of the loss and the remaining loss must be incurred by the District. The liability for the District is \$12,210. The rationale for charging \$0.10 more per meal is to bring the budget to breakeven.

*Move to recommend that the Amity Board of Education award a one-year contract extension for food service operations for 2013-2014 to Compass Group, USA, Inc. (Chartwells) per the proposed Amendment and the Director of Finance and Administration is authorized to sign the Amendment. Move to recommend to the Amity Board of Education authorizing the food service provider to raise lunch prices by \$0.10 per Type A meal in all three schools for 2013-2014 and the Director of Finance and Administration is authorized to approve increases in a la carte items (Mr. Giglietti, 2d Ms. Brunwin).*

*Discussion:*

Mr. Stirling questioned what could be done to support the meal service.

Dr. Brady noted that a couple of school days were lost, affecting the numbers.

A representative from Chartwells said that along with the Federal mandates which cost money, the food service lost money in October, which is usually a good month. More food is being thrown away.

Mr. Nuzzo said that it sounds as though fruits and vegetables are being wasted, since in some cases they aren't being consumed. He questioned why food is being served that the students don't seem to want. It appears to be an example of government waste.

Mr. Horwitz questioned whether another increase will cause fewer students to purchase meals.

Dr. Brady said that parents are given information about free and reduced lunches. The percentage of Amity students taking advantage of this option is less than two percent.

*Vote in favor unanimous.*

*Motion passed.*

**9. Discussion and Possible Action on Award of Contracts over \$35,000**

**1) Safety Service Program**

Fuss & O'Neill, Inc. has helped the District implement and maintain a top-notch safety service program. Facilities Director Jim Saisa recommends we stay with this firm and award the contract based upon the State bid contract, as

authorized by the Amity Board of Education's purchasing policy. The Board is being asked to approve the third year of a three-year contract which will exceed \$35,000.

*Move to recommend awarding the safety service program to Fuss & O'Neill, Inc. for July 1, 2013 to June 30, 2014 for the State bid price of \$14,373. The Board reserves the right to cancel the contract if Fuss & O'Neill, Inc. fails to perform in a satisfactory manner (Mr. Nuzzo, 2d Ms. Brunwin).*

*Vote in favor unanimous.*

***Motion passed.***

2) Investment Consulting Services

Three years ago, we bid investing consulting services. The Amity Board of Education decided to continue using Fiduciary Investment Advisors for this service. The Board may decide to extend the contract for one additional year and waive its bid requirements. Mr. Levine recommends extending the contract as the investment consultants have provided good service at a reasonable price. The quoted price is \$21,218 for 2013-2014, same as this fiscal year.

Mr. Levine noted that the investment consultant services will be bid next year with input from the new superintendent. It was noted that the District made money in the last quarter.

*Move to recommend awarding investment consulting services for July 1, 2013 to June 30, 2014 to Fiduciary Investment Advisors at the quoted price of \$21,218. The Board waives its bid requirements and extends the contract by one year. The Board reserves the right to cancel the contract if Fiduciary Investment Advisors fails to perform to the Board's satisfaction (Mr. Giglietti, 2d Mr. Nuzzo).*

*Vote in favor unanimous.*

***Motion passed.***

3) Trash and Recycling Removal Service

Last year, the District bid trash and recycling removal service. The Board awarded the bid to All American Waste of New Haven for the bid price of \$36,993 for 2013-2014 with extra charges for additional pick-ups. Extra pick-ups are \$60 for an 8-yard trash dumpster; \$42 for a 6-yard trash dumpster; and \$32 for an 8-yard dumpster for recycling. Mr. Saisa, Director of Facilities, estimates the District spends about \$200 a year for extra pick-ups. Per the bid, the pricing remains constant for all three years of a three-year contract. Mr. Levine said that he has been satisfied with the service.

The Board reserves the right to cancel the contract if All American Waste fails to perform in a satisfactory manner. Facilities Director Jim Saisa has recommended we enter into the second year of a three-year contract due to the excellent performance of the vendor.

*Move to recommend awarding the trash and recycling removal service to All American Waste for July 1, 2013 to June 30, 2014 for the second year of a*

*three-year contract at the bid price of \$36,993, not including extra charges for additional pick-ups. The Board reserves the right to cancel the contract if All American Waste of New Haven fails to perform in a satisfactory manner (Ms. Brunwin, 2d Mr. Horwitz).*

*Vote in favor unanimous.*

***Motion passed.***

4) Health and Welfare Benefits Consultant

Two years ago, the Board awarded Marsh & McLennan Agency a three-year contract as the District's Health and Welfare Benefits Consultant for medical and dental insurance. The bid price is \$25,000 for 2011-2012; \$25,000 for 2012-2013; and \$25,000 for 2013-2014. Mr. Levine said that the administration has been very pleased with the services of Marsh & McLennan.

*Move to recommend awarding the Health and Welfare Benefits Consultant to Marsh & McLennan Agency for July 1, 2013 to June 30, 2014 at the bid price of \$25,000 for the third year of a three-year contract. The Board reserves the right to cancel the contract if Marsh & McLennan Agency fails to perform in a satisfactory manner, as determined by the Superintendent of Schools (Mr. Horwitz, 2d Ms. Brunwin).*

*Vote in favor:* Janet Brunwin, Matthew Giglietti, James Horwitz, Joseph Nuzzo

*Vote opposed:* none

*Abstain:* James Stirling

***Motion passed.***

5) Workers' Compensation Insurance and Liability, Automobile, Property Insurance

Last year, the Board awarded a three-year contract to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, CT for the District's Workers' Compensation insurance and liability, automobile, property insurance (LAP). The Workers' Compensation insurance premium increase is based on payroll increases and claims. The LAP insurance is based on claims with a maximum increase of 5 percent.

The Workers' Compensation premium for 2013-2014 will be \$171,361, or a 15 percent increase. The 2013-2014 Budget is \$178,000, or a favorable variance of \$6,639. The payroll audit premium will be determined at a later time.

The LAP insurance base premium for 2013-2014 will be \$134,927, or a 5 percent increase. The 2013-2014 Budget for the base premium is \$134,927.

*Motion to recommend awarding the workers' compensation insurance for July 1, 2013 to June 30, 2014, to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, Connecticut at the premium of \$171,361 plus the audit premium to be determined. Award the liability, automobile, property*

*insurance to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, Connecticut for the base premium of \$134,927 for July 1, 2013 to June 30, 2014. This is the second of a three-year contract for workers' compensation and liability, automobile and property insurance (Ms. Brunwin, 2d Mr. Nuzzo).*

*Vote in favor unanimous.*

*Motion passed.*

#### **10. Discussion of Monthly Financial Statements**

Mr. Levine noted that there was some lost revenue, but he is confident the District will finish out the fiscal year in good shape. The District would like to purchase portable radio equipment to enhance security. In discussions with police, this has been determined to be a need.

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

There was no discussion.

#### **12. Director and Possible Action on Budget Transfers of \$3,000 or More**

##### Emergency Communications Equipment

In the aftermath of the tragedy at Sandy Hook Elementary School in Newtown, the administration engaged in comprehensive review of internal security procedures. As part of this review, new lockdown procedures have been developed. One weakness that we are experiencing involves internal and external communication between Amity administrators managing any potential emergencies, and first responders from area law enforcement agencies. In an emergency, our ability to communicate would rely exclusively on analog radio communications. The current radios used by Amity administrators and staff do not communicate with first responders from the Orange Police Department. There are also large dead zones in the current analog set-up. New radios are required to solve this problem.

To pay for these radios, we would use the remaining balance of \$2,289.00 in the Contingency Account, and other accounts yet to be determined based on available balances at yearend. The equipment would be purchased from Utility Communications, Inc. of Hamden using their State bid contracts. The cost by school building would be as follows:

Bethany Middle School	\$ 8,911.54
Orange Middle School	\$ 8,911.54
High School	<u>\$19,958.08</u>
Total	<u>\$37,781.16</u>

Mr. Saisa noted that the pricing represented is for cutting edge technology. With a repeater, the District would be able to communicate much better. The radios are small and can clip on a belt. The District will be assigned frequencies by the FCC.

Mr. Stirling questioned the rationale for this approach and whether it is part of a broader plan.

Dr. Brady said that the emergency procedures manual has been revamped. The District has a lot of procedures in place already. This is a need based on conversations with law enforcement.

*Move to recommend making the following budget transfer to pay Utility Communications, Inc. of Hamden for portable radio equipment, repeater equipment and installation, and alerting equipment and installation. The prices shall be off the State bid contracts (Mr. Giglietti, 2d Mr. Horwitz):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
TBA (Note A)	To Be Determined	\$37,782	
01-14-2600-5730	Equipment – New		\$8,912
02-14-2600-5730	Equipment – New		\$8,912
03-14-2600-5730	Equipment – New		\$19,958

Note A: The Director of Finance and Administration will identify those accounts from which funds can be transferred in June 2013.

*Vote in favor unanimous.*

*Motion passed.*

#### Special Education

The budget transfer is needed to cover special education needs.

*Move to recommend making the following budget transfer of \$70,000 to cover special education service needs (Ms. Brunwin, 2d Mr. Horwitz):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
04-14-6130-5560	Tuition Expense	\$70,000	
04-12-2151-5330	Other Professional & Tech.		\$70,000

*Vote in favor unanimous.*

*Motion passed.*

#### Electricity

At this time, Jim Saisa is projecting electricity will exceed the budget. Due to a number of factors, the budgeted savings has been less than anticipated. The electricity savings has been 13 percent at the middle school, rather than 20 percent savings that the High School experienced. The administration is hoping that with the change from fuel oil to gas will counterbalance this expense.

*Move to recommend making the following budget transfer of \$46,338 to pay for electricity (Mr. Nuzzo, 2d Mr. Giglietti):*

Account Number	Account Name	From	To
02-14-2600-5620	Oil Used for Heating	\$20,372	
03-14-2600-5620	Oil Used for Heating	\$17,603	
03-14-2600-5621	Natural Gas	\$8,363	
01-14-2600-5410	Utilities, Excluding Heat		\$25,966
02-14-2600-5410	Utilities, Excluding Heat		\$20,372

*Vote in favor unanimous.**Motion passed.*Professional Development

A budget transfer of \$5,826 is requested to pay for outside consultants, who will participate in professional development for teachers at the end of June 2013. This training is needed to comply with State mandates.

*Move to recommend making the following budget transfer of \$5,826 to pay for outside consultants (Mr. Giglietti, 2d Mr. Horwitz):*

Account Number	Account Name	From	To
05-13-2212-5111	Certified Salaries	\$5,826	
05-13-2212-5322	Instruct. Pgm. Improvemts.		\$5,826

*Vote in favor unanimous.**Motion passed.*Standard Year-End Budget Transfers

During June, budget transfers will be needed for salary and benefit accounts and to pay other standard charges (e.g., special education expenditures; utilities; etc.) The exact amount of these budget transfers will depend on the final invoices. The budget transfers will be made in June and are part of the normal closing process.

*Move to authorize the Director of Finance and Administration to make the necessary budget transfers to salary and benefit accounts and to pay other standard charges. These budget transfers may exceed \$3,000. The Director of Finance and Administration will report all budget transfers made to the Amity Finance Committee and Amity Board of Education (Mr. Giglietti, 2d Ms. Brunwin).*

*Vote in favor unanimous.**Motion passed.***13. Update on Financial Operations**

- A) Information on Second Quarter 2013 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust



Mr. Stirling questioned the status of the OPEB Trust, noting that he believes Amity is ahead of most other districts with respect to the trust. Mr. Levine said that Amity is ahead of other districts with the OPEB Trust.

**14. Adjourn**

The Committee members acknowledged that this would be Ms. Brunwin's last meeting and thanked her for all the great work she has done serving Amity as a member of this Committee.

*Motion to adjourn the meeting at 6:25 p.m. (Mr. Nuzzo, 2d Mr. Horwitz).  
Vote in favor unanimous.*

*Motion passed; meeting adjourned.*

Respectfully submitted,  
Marianne Lippard, recording clerk