

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

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*Charles Dumais*  
*Superintendent of Schools*

**PLEASE POST**

**PLEASE POST**

**AMITY REGIONAL BOARD OF EDUCATION**

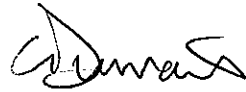
*March 10, 2014*

A regular meeting of the Amity Regional Board of Education will be held on Monday, March 10, 2014, at 6:30 p.m. in the Presentation Room at the District Offices.

**Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Recognition of 2014 Superintendent's SCASA Award Recipients
4. Approval of Minutes
  - a. Special BOE Meeting, February 11, 2014 (Enclosure)
5. Public Comment
6. Student Report
7. Discussion and Possible Action on 2013-2014 School Calendar (Enclosure)
8. Discussion and Possible Action on Superintendent's 2014-2015 Budget
9. Discussion of 2014-2015 Budget Calendar
10. Correspondence (Enclosure)
11. Superintendent's Report
  - a. Personnel Report (Enclosure)
  - b. Other
12. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. CABE
    3. Curriculum

- 4. Facilities
  - 5. Finance
    - a. Discussion and Possible Action on Designating Superintendent of Schools as Authorized Signer of ED-099 Agreement for Child Nutrition Program
    - b. Discussion and Possible Action on Contracts of \$35,000 or More
      - 1. Heating Oil, Diesel Fuel and Gasoline
    - c. Discussion of Monthly Financial Statements
    - d. Director of Finance and Administration Approved Transfers Under \$3,000
    - e. Discussion and Possible Action on Budget Transfers of \$3,000 or More
    - f. Discussion and Possible Action on New Funding Requests
  - 6. Policy
  - 7. Personnel
13. Items for the Next Agenda
14. Adjournment



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Charles Dumais  
Superintendent of Schools

CD/kfw  
pc: Town Clerks: Bethany  
Orange  
Woodbridge

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

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

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

**AMITY BOARD MEMBERS ABSENT:** Julie Altman

**Staff Members Present:** Charles Britton, Richard Dellinger, Shaun DeRosa, Kathleen Fuller Cutler, Jack Levine, Marianne Lippard, Terry Lumas, Marie McPadden, Michael Nast

**Also Present:** Patrick Dudley, James Leahy; other members of the Public

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A special meeting of the Amity Regional Board of Education was held on Tuesday, February 11, 2014, at 6:30 p.m. in the media center at Amity Middle School, Orange Campus.

1. **Call to Order:** William Blake called the meeting to order at 6:42 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Approval of Minutes**
  - a. Regular BOE Meeting, January 13, 2014  
*Motion to approve the minutes from January 13, 2014 as presented (Mr. Hurley, 2d Mr. DeMaio).*  
*Discussion:* none  
*Vote in favor:* Christopher Browe, Patricia Cardozo, Sue Cohen, Steven DeMaio, Rita Gedansky, James Horwitz, Thomas Hurley, Tracey Lane Russo, James Stirling  
*Vote opposed:* none  
*Abstain:* Diane Crocco, John Grasso, Jr.                      ***Motion passed.***
4. **Public Comment**

James Leahy of Orange, co-chair of the Orange Board of Finance, said that he came this evening to address the budget. He noted that in looking at the numbers, he has calculated that the medial costs for this period have risen 46 percent. With more claims and more expensive claims, this has serious implications for future budgets. In addition, he wanted to address what he views when analyzing the budget from last year. Factoring in everything, the District ran a surplus of \$486,676. The budget increase for next year is more like 4.25 percent. The method that he used compares budgeting versus actual costs, which is the usual practice used in business.

**5. Student Report**

Patrick Dudley, student government representative at the High School, said that an event sponsored by the boys' and girls' basketball teams on January 25<sup>th</sup> to raise money for cancer was a huge success. The Robotics Club competed recently and had excellent results. A great show by Amity Unified Theater recently took place in the Black Box Theater. Last Thursday, the High School hosted the Mr. Spartan contest. It was a wonderful show and there was record attendance. The Mr. Spartan contest raised more than \$800 for the senior class.

**6. Discussion and Possible Action on 2014-2015 School Calendar**

Mr. Nast said that he is recommending a number of changes. He recommends beginning school after Labor Day next year in order to better accommodate families, as well as to provide more time for construction, if approved at referendum. He also recommends freezing the schedule for April vacation, so that snow days will be added in June, rather than be taken from the spring vacation. He added that he would prefer to see professional development take place early in the day, rather than in the afternoon. Mr. Nast noted that copies of the proposed regional school calendar were distributed. It was noted that schools would be closed on Tuesday, November 2<sup>nd</sup>.

Ms. Cohen said that a proposal to have staff development on a long weekend isn't realistic.

Mr. Nast said that he believes teachers will be there. Mr. Dumais has not seen the calendar.

Mr. Stirling questioned whether any other boards have acted on this calendar. It was noted that Orange provisionally approved the calendar.

*Motion to approve the calendar (Ms. Cohen, 2d Mr. Hurley).*

*Discussion:* Mr. Hurley questioned how this calendar aligns with what is being discussed at the State level. Mr. Nast said that this calendar is pretty comparable to the State calendar. There has been no consensus to moving the spring vacation to March.

*Vote in favor unanimous.*

*Motion passed.*

**7. Superintendent's Report**

**a. Personnel Report**

Mr. Nast said that the Personnel Report and other updates are included in the packet.

**b. Other**

Mr. Nast noted that the town of Orange has had to close a school building, which raises the question as to what would be done if this ever happened at one of the Amity schools and whether there is a backup plan. The answer is

that currently there is no backup plan and a plan is needed. Unfortunately, a backup plan isn't easy to come up with, although there are probably some options. This topic is one that he would refer to the new superintendent.

There has been some discussion of moving the Bethany sixth graders from the elementary school to Amity Middle School in Bethany. We are not in a position to pursue this in September, as more planning time would be needed. This is something that could be considered for 2015.

Mr. Nast reported that there was an incident on a Bethany school bus and Dr. Dellinger responded appropriately. This type of incident will not happen again.

In terms of the enrollment and how it drives the budget, Mr. Nast noted the 8-period day that the High School utilizes, rather than a 7-period day, along with increased graduation requirements, affect the budget.

Mr. Nast said that he wanted to thank the Board for the opportunity to serve as interim superintendent. It has been his third time here at Amity and he has really enjoyed the experience and would readily return if needed. Dr. Brady assembled a fabulous team and his goal in coming to Amity was to keep everything going in the same direction. It has been a great pleasure working with Central Office personnel and the principals. He met with Mr. Dumais today and told him that he is very, very fortunate. He wished everyone the best of luck.

Ms. Cohen asked if there is a plan in place to prevent a problem like what Orange is dealing with at Peck Place School. She questioned whether or not we are leaving water running, if that is a preventative measure.

Mr. Nast said that Mr. Saisa could not be here tonight to address questions.

Mr. Levine said that there are procedures in place. If all procedures are followed, problems would be mitigated. Heat is kept on during the weekends to prevent frozen pipes. It was noted that Peck Place School was checked within 12 hours of the problem.

Ms. Russo said that she is concerned about having a backup plan after seeing what happened in Orange. She isn't sure what the policy on this is. She has reached out to CABA and is awaiting a response. Computer backups are a concern.

Mr. DeRosa said that at this point, the computers are backed up in an antiquated way.

Ms. Russo noted that the backups are onsite.

Mr. DeRosa said that the computer backups are spread out a bit.

Ms. Russo said that she would like Mr. DeRosa to recommend how he would like to have the system backed up. The system is only as good as how the information is saved.

Mr. Blake said that this should be added to the list of items for the new superintendent to consider.

Ms. Cardozo questioned whether this would be part of the revised technology budget. Mr. Hurley said that it would be.

Mr. Nast said that he wanted to make the Board aware that Southern Connecticut State University will be honoring Ms. Fitzgerald, a special education teacher at the High School. He also noted that Amity's research science class received numerous awards recently at a science and engineering fair.

## **8. Chairman's Report**

### **a. Committee Reports**

- 1. ACES** – There was no report.
- 2. CABB** – There was no report.
- 3. Curriculum** - There was no report.
- 4. Facilities** – There was no report.
- 5. Finance**

#### **a. Update on Budget Items**

Mr. Levine noted that the health insurance claims have been very high compared with the amount that was budgeted for. Calculations were based on past experience. To deal with this situation, money can be transferred from the OPEB Trust to the self-insurance reserve. The Amity Finance Committee voted not to make the transfer at this time.

Mr. Nast said that in terms of the District finances, the self-insurance is the major concern for next year.

Ms. Russo asked for a breakdown of the pros and cons of making the transfer.

Mr. Levine said that a commitment was made to contribute to the OPEB Trust for future retirees. Projections for expected costs can be wrong.

Mr. Blake questioned whether Mr. Levine is saying that the District might not be able to pay the bills without the transfer. He questioned whether the money would be needed until the stop loss policy takes over. He questioned how much we are over budget.

Mr. Levine said that his concern is about being able to pay the bills as the situation now stands. This may be a bad year.

Ms. Lumas noted that page four of the report shows how far we are over budget. Note A shows the figures being discussed.

Mr. Blake said that he needs more information about when the stop loss goes into effect.

Mr. Levine said the stop loss insurance would be used at a little over the \$770,000 figure.

Mr. Blake said that he needs more specifics. As he understands it, the District will be in a deficit of \$420,000 for this account.

Mr. DeMaio questioned whether it would make a big difference if we made the transfer today or next month.

Mr. Levine said he didn't think it would make a big difference.

Mr. Nast confirmed that the decision could wait a month.

Mr. Hurley questioned how much should be put in the self-insurance for next year, if in fact this account goes down to zero.

Mr. Levine said he feels that we should budget for expected claims, plus \$100,000.

Mr. Hurley said that we should have a goal of \$1.2 million in the account. He believes we have significant underfunding in this account in the budget for next year.

Mr. Levine said that the projection the administration is using for the budget is based on Anthem's model.

Ms. Russo said that we would like to have \$1.2 million in the account.

Mr. Stirling said that moving the money from the OPEB Trust is still a problem.

Mr. Horwitz said that the Amity Finance Committee decided to wait one month. There is no question that we are underfunding the health insurance, but we can revisit this issue in a month and take another look at the size of the claims.

Mr. Browe said that the District was going to build towards the \$1.2 million goal. It is still early to make a decision to transfer funds.

Mr. Hurley said that the account is going in the wrong direction by \$400,000 - \$500,000. Next year, we won't have the money from the OPEB Trust. The budget for next year is being worked on now and these numbers are going to become critical. There is at least a \$200,000 problem.

Mr. Blake said that concerns have been raised, but more information is needed. The Board seems to be in agreement about not transferring money. This topic can wait until next month.

According to the memo regarding the budget for each town dated February 7, 2014, Mr. Stirling noted that he would favor adding \$200,000 or \$300,000 to the budget for this line item because there will be no OPEB Trust to fall back on.

Mr. DeMaio said that concerns have been raised about health care and the OPEB Trust, yet he doesn't want to take away from student learning and teachers being able to do their jobs. We knew a budget increase was inevitable. We're not here to say that we are only concerned with the OPEB Trust and health care, we want to make sure students and teachers get what they need.

Mr. Browe said that we don't want teachers worrying about health care either.

Mr. Nast said that he also has a report on the mold issue. The scope of the work has been identified. He doesn't have many figures yet and is working with United Illuminating. He hopes to have the figures by the next meeting. He noted that all information has been laid out for the new superintendent.

Mr. Nast said that he has noted that additional special education students are expected to enter the District next year. The figures aren't finalized, but he wanted to make the Board aware of additional expenses anticipated at this time.

Ms. Russo said that she would like to see Amity get involved with the elementary schools at an early stage. She believes this would save on costs in the long term. Some students might be helped to the point where they don't require special services by the time they enter into seventh grade. The District seems to have an expertise in special education. Dr. McPadden has been particularly helpful in offering advice.



With respect the asphalt repairs for the parking lot at the High School, noted in the February 7, 2014 memo, Mr. Hurley expressed concern about putting off the repairs for another year in order to save \$25,000.

**b. Information on 2014-2015 Budget Calendar**

Mr. Nast noted that the budget calendar was discussed at a previous meeting.

Mr. Stirling questioned when the latest date is that the budget must be approved.

Mr. Blake said that he hopes to have the budget ready by the next meeting. The District Hearing is on April 7, 2014 and there is a public hearing on May 5, 2014.

Mr. Levine said that he will have more updated information available at the next meeting.

Mr. Blake said that if the Board isn't prepared to vote at the next meeting, a special meeting can be scheduled to vote on the budget. We could possibly move our regularly scheduled meeting back as we might want to wait for some input from the new superintendent.

**c. Discussion and Possible Action on Contracts of \$35,000 or More**

**1. Food Service Operations**

In a memo to Mr. Nast dated January 30, 2014, Mr. Levine recommends extending a one-year contract with Chartwells for the food service operations. Mr. Levine noted that we are in the fifth and last year of our contract with Chartwells. We bid the food service operations and Chartwells was the only bidder. ARAMARK and Sodexo did not submit a bid.

Mr. Levine noted that the proposal by Chartwells was an excellent one, guaranteeing the District a \$19,744 profit in the first year of the contract and no increase in Type A lunches. The overall increase in a la carte prices was approximately five percent, subject to the approval of Mr. Levine. The proposal also included renovation of the snack room, digital signage and self-service equipment at the High School and self-service salad bar at each middle school. Chartwells will invest \$80,000 to make these improvements, if the District agrees. The interest-free amortization schedule will impact the food service operations financial budget by \$13,000 each year.

Mr. Levine noted that the memo regarding Chartwells is in the Board packet. Chartwells would make an \$80,000 investment and

the District would owe that money if Chartwells left before the five-year contract is up.

*Move to authorize the Director of Finance and Administration to sign a contract with Chartwells for a one-year contract from July 1, 2014 to June 30, 2015, with the option, at the Board's sole discretion, to extend the contract for up to four additional years (Mr. Stirling, 2d Mr. Browe).*

*Discussion:* Mr. Hurley questioned what would happen if the prices went up during years two, three or four. The Board could decide not to make the investment in the snack bar.

Ms. Russo noted that there were no other bids. Chartwells is going to make some capital improvements in the snack bar. Chartwells seems to have ideas as to how to make more money. She trusts Mr. Levine's judgment in the negotiations.

Mr. Browe said that the District will benefit from \$80,000 worth of improvements with no liability. This seems to make sense.

Mr. Stirling said that as he understands it, the food served by Chartwells is pretty good.

Mr. Levine noted that there is an annual renewal option.

Mr. Hurley questioned whether a table could be provided to help the Board understand what is being proposed.

A motion to amend was made by Mr. Hurley and not seconded.

*Vote in favor unanimous.*

*Motion passed.*

## **2. Technology Server Upgrade and Consolidation**

In a memo from Mr. Levine to Mr. Nast dated January 30, 2014, the need for a technology server upgrade and consolidation is addressed. Consolidated Computer, Inc. has provided a quote for the server upgrade and consolidation. This is the same company that is upgrading the District's technology infrastructure. The total costs for the equipment, software, installation, configuration and training services, and five years of support services is \$137,466.23. This includes a discount of \$4,500 on the trade-in of three of the newest servers. The pricing is from a consortium under the Federal Government Services Administration so no bid is required. We obtained pricing on a five-year lease/purchase agreement with a \$1 buyout. The implicit interest rate is 4.6 percent.

Mr. DeRosa said that servers are the last weak link in the system. The servers are old and the District is running on crumbling architecture. We would like to have one server at the Orange middle school and one at the High School. With this system, if one server goes down, the other can take over so that the problem would not be noticed. This is all current best practice. Having servers in Orange and Woodbridge made sense because Bethany has problems with power from time to time. Two servers will take care of all three schools. The servers are spread out geographically for safety reasons. He does not foresee any major upgrades after this work is completed

Mr. Hurley said that in the long run this new system will save time and future costs. This will get rid of point of failure in the current system.

Mr. DeRosa noted that there would be electrical savings also.

Mr. Nast said that this is something that he would recommend to the Board.

*Move to award the server upgrade and consolidation bid to Consolidated Computers, Inc. of Easton, Connecticut based on prices from a consortium under the Federal Government Services Administration. The Director of Finance and Administration is authorized to sign a lease/purchase proposal with Vantage Financial. The lease charge schedule shall be: April 1, 2014 - \$7,648 – 1 quarter; July 1, 2014 - \$30,028/year; July 1, 2015 - \$30,028/year; July 1, 2016 – \$30,028/year; July 1, 2017 - \$30,028/year; and July 1, 2018 - \$22,380 (Mr. Hurley, 2d Mr. Grasso).*

*Vote in favor unanimous.*

*Motion passed.*

**d. Discussion of Monthly Financial Statements**

There was no discussion.

**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**

**OPEB Trust and Self-Insurance Reserve Fund**

According to Mr. Levine, the monthly forecast predicts actual claims will exceed budget by approximately \$740,000 by year end. Actual claims have exceeded budget by \$339,083 through January 2014. The potential reserve balance on June 30, 2014 is minus \$428,000. This

requested transfer will provide funds to offset the projected deficit in the Self-Insurance Reserve Fund.

It was noted that action on the transfer from the OPEB Trust to the Self-Insurance Reserve Fund will be considered at the next meeting.

**Technology Server Upgrade and Consolidation**

In a memo from Mr. Levine to Mr. Nast dated January 30, 2014, the need for a technology server upgrade and consolidation is addressed. The current server situation is comprised of thirteen servers ranging in age from eight to ten years old, with another three servers approximately three years old. The industry standard for server lifespan is approximately five to six years. The current servers are not only outdated, but also inadequate for our current District needs. Our current data backup is done using outdated physical tape drives that are not only unreliable, but due to the age of technology, expensive to maintain. We currently spend \$5,469 per year just on blank tape media. That cost is going to keep rising as the technology fades further into obscurity. Our disaster recovery plan is tenuous at best and has deteriorated over time along with the servers. These servers currently house our email exchange services, file storage for staff and student, MUNIS TCM, Chartwells, teacher web pages, terminal services, SNAP healthcare software and additional services and files.

The proposed solution would consolidate all servers into two physical servers. These two physical servers would then house virtual servers that would replace the functions of all of our current machines. These two new servers would not only share the load, they would be redundant systems and located in separate campuses. This would allow the failure of one without the disruption of a single service while we make any necessary repairs or replacements. VMWare would be used to manage all servers from a single console and allow load balancing to improve performance across the network. In addition, we would be replacing the outdated tape backup system with dedicated digital solution. Current restore times would be reduced from hours to minutes. All systems would be set up to eliminate any single point of failure, which would translate to 100 percent uptime in the event of hardware or software failure. The entire architecture of the servers and backup systems would employ current best practices. The elimination of the cost of backup tapes from the budget will offset the costs of the new backup service plan. There are also additional benefits such as a reduction in energy and cooling costs associated with eliminating fifteen servers.

Consolidated Computer, Inc. has provided a quote for the server upgrade and consolidation. The total costs for the equipment,

software, installation, configuration and training services, and five years of support services is \$137,466.23.

Lease Charge Schedule:

April 1, 2014	\$7,648 – 1 quarter
July 1, 2014	\$30,028/year
July 1, 2015	\$30,028/year
July 1, 2016	\$30,028/year
July 1, 2017	\$30,028/year
July 1, 2018	\$22,380 – 3 quarters

*Move to make the following budget transfer of \$7,648 to pay the first payment of a five-year lease/purchase agreement with a \$1 buyout in April 2014 (Mr. Stirling, 2d Mr. Hurley):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5850	Contingency Account	\$7,648	
05-14-2350-5731	Equipment – Replacement		\$7,648

*Vote in favor unanimous.*

*Motion passed.*

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

This was discussed under Item 8(5)f.

**h. Discussion of Timeline in Selection of Auditing Firm**

Mr. Stirling noted that the Amity Finance Committee will be working to select an auditing firm. Ms. Russo volunteered to assist in the selection process.

**i. Fourth Quarter 2013 Executive Summary Review of Amity Pension Fund, Sick and Severance Account and OPEB Trust**

Mr. Stirling said that the fourth quarter was good for the District.

**6. Policy** – There was no report.

**7. Personnel** – There was no report.

**9. Items for the Next Agenda**

Mr. Blake said that there will be much to discuss next month.

**10. Adjournment**

*Motion to adjourn the meeting at 8:15 p.m. (Mr. DeMaio, 2d Ms. Crocco).*

*Motion passed; meeting adjourned.*

Respectfully submitted,

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Marianne Lippard, recording clerk  
Thomas Hurley, secretary

**References/Attachments:**

**Minutes:** Regular Board of Education Meeting, January 13, 2014  
Amity Finance Committee, January 13, 2014

**Reports:** Amity Regional School District Number 5 Executive Summary –  
Fourth Quarter 2013  
Amity Regional School District Number 5 Personnel Report  
Amity Regional School District Number 5 Budget Transfers 2013-  
2014  
Amity Regional School District Number 5 Revenues and  
Expenditures for FY 2013-2014, 2/4/14  
Amity Regional School District Number 5 Year-to –Date Budget  
Report, 2/6/14

**Memos:** Jack B. Levine to Michael R. Nast (1/30/14)) re: Award of  
Contracts of \$35,000 or More  
Jack B. Levine to Michael R. Nast (2/4/14) re: Budget Transfers  
of \$3,000 or More for Fiscal Year 2013-2014  
Michael R. Nast to Members of the Amity Finance Committee and  
Amity Board of Education (2/7/14) re: Update on Budget Issues  
Jack B. Levine to Michael R. Nast (1/25/14) re: Award of  
Contracts of \$35,000 or More  
Jack B. Levine to Michael R. Nast (1/30/14) re: New Funding  
Requests for Fiscal Year

# Amity Regional School District No. 5 2013-2014 School Calendar

AUGUST/SEPTEMBER 19 Days				
Mon	Tue	Wed	Thu	Fri
26	27	28	X	Y
A	3	4	B	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 22 Days				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
C	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 19 Days				
Mon	Tue	Wed	Thu	Fri
				1
4	5	-6-	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27/	D	D

DECEMBER 15 Days				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20/
E	E	E	E	E
E	E			

JANUARY 21 Days				
Mon	Tue	Wed	Thu	Fri
		F	2	3
6	7	8	9	10
13	14	15	16	17
G	21	22	-23-	24
27	28	29	30	31

FEBRUARY 17 Days				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	X
H	I	19	20	21
24	25	26	27	28

MARCH 21 Days				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 17 Days				
Mon	Tue	Wed	Thu	Fri
	1	2	3	-4-
7	8	9	10	11
J	J	J	J	K
21	22	23	24	25
28	29	30		

MAY 21 Days				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
L	27	28	29	30

JUNE 10 Days				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

X August 29  
Y August 30

A September 2  
September 3

B September 5  
September 10  
September 12  
September 18

October 4  
C October 14

November -6-  
November 15  
November 19  
November 20  
November 26  
/ November 27  
D November 28-29

December 3  
December 4  
December 11  
/ December 20  
E December 23-31

F January 1  
January 2  
G January 20  
January -23-  
January 29

February 4  
February 5  
February 12  
X February 14  
H February 17  
I February 18

March 3

April -4-  
April 11  
J April 14-17  
K April 18

May 13  
L May 26

June 13  
June 16-20

Teacher Only  
Full Day Staff Development

Labor Day  
Orientation 7<sup>th</sup> & 9<sup>th</sup> Grades  
Opening Day-All Students  
Rosh Hashanah  
Back to School Night 9 & 12  
Back to School Night  
Back to School Night 10 & 11

Mid Marking Period  
Columbus Day

End of Marking Period  
Report Cards Issued  
Parent Conferences  
Parent Conferences  
Parent Conferences  
Minimum Day  
Thanksgiving Recess

Parent Confs. - Min. Day- MS Only  
Parent Conferences  
Mid Marking Period  
Minimum Day  
Holiday Recess

New Year's Day  
School Resumes  
Martin Luther King, Jr. Day  
End of Marking Period  
Report Cards Issued

Parent Conferences  
Parent Conferences  
Parent Conferences  
Full Day Staff Development  
Presidents' Day  
Winter Recess

Mid Marking Period

End of Marking Period  
Report Cards Issued  
Spring Recess  
Good Friday

Mid Marking Period  
Memorial Day

Last Day of School (formal)  
Snow Days (SD)

No School  
No School/Teachers Only

No School/Offices Closed  
7:34 a.m. - 9:30 a.m.  
9:30 a.m. - 2:18 p.m.  
No School/Offices Closed  
High School  
Middle Schools  
High School

Middle & High Schools  
No School/Offices Closed

Middle & High Schools  
Middle Schools  
High School  
Middle Schools  
Dismissal 12:14 p.m.  
No School/Offices Closed

Middle Schools  
High School

Dismissal 12:14 p.m.  
No School

No School/Offices Closed

No School/Offices Closed

Middle & High Schools

Middle Schools  
High Schools  
Middle Schools  
No School/Teachers Only  
No School/Offices Closed  
No School

High School  
Middle & High Schools  
No School  
No School/Offices Closed

No School/Offices Closed

**Student Days 182**  
**Teacher Days 185**

Amity Regional School District No. 5  
District Offices (203) 397-4811  
Amity Regional High School (203) 397-4830

CMT/CAPT Testing Window -

\*If emergency closings exceed 5, then any additional days will be taken from April vacation.

Amity Regional Middle School  
Bethany Campus (203) 393-3102  
Orange Campus (203) 392-3200

BOE Approved: February 25, 2013



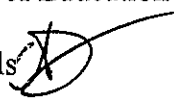


## AMITY REGIONAL SCHOOL DISTRICT NO. 5

BETHANY \* ORANGE \* WOODBRIDGE

Charles S. Dumais  
Superintendent of Schools

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

To: Amity Finance Committee and Amity Board of Education  
From: Charles S. Dumais, Superintendent of Schools   
Re: Superintendent's Proposed 2014-2015 Budget  
Date: March 5, 2014

Based on current information, I am recommending changes to the Superintendent's Proposed 2014-2015 Budget. The net impact is an increase of \$303,686 from the previously proposed budget.

- 1. Technology Server Upgrade and Consolidation:** The Board authorized the signing of a five-year lease/purchase agreement with a \$1 buyout. The Equipment – Replacement budget needs to be increased by \$30,028.
- 2. Special Education:** Director of Pupil Services Mary Raiola reported that next fiscal year's tuition budget should be increased by \$184,358 and transportation budget by \$89,300.

Total expenditures increase by \$1,681,600, or 3.78 percent. The Member Town Allocations increase by \$1,436,073, or 3.32 percent.

### Member Town Allocations

<u>Member Town</u>	<u>Var. \$</u>	<u>Var. %</u>
Bethany	\$ 636,000	7.34%
Orange	\$ 395,321	1.83%
Woodbridge	\$ 404,752	3.12%
<b>Total</b>	<b>\$1,436,073</b>	<b>3.32%</b>

Note: Bethany's allocation is up \$348,182, or 55 percent of the total increase, due to student enrollment shift.



Superintendent's Proposed 2014-2015 Budget  
March 5, 2014  
Page 2

Enclosed is Jack Levine's memorandum on the Self-Insurance Reserve Fund. The Amity Finance Committee and Amity Board of Education can use this information for a discussion of what other changes, if any, should be made to the 2014-2015 Budget.

**RECOMMENDED MOTIONS:**

**Amity Finance Committee:**

*Move to recommend to the Amity Board of Education that the 2014-2015 Budget be approved with total expenditures of \$46,160,055 and member town allocations totaling \$44,696,126.*

**Amity Board of Education:**

*Move to approve the 2014-2015 Budget with total expenditures of \$46,160,055 and member town allocations totaling \$44,696,126.*

Enclosures

# 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: Charles S. Dumais, Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Self-Insurance Reserve Fund  
Date: March 4, 2014

We previously discussed the *potential* of the Self-Insurance Reserve Fund Balance being too low to pay for claims and fixed costs. Actual claims thru February 2014, are \$258,225 over budget. If actual claims exceed budget for the remainder of this fiscal year, the reserve balance will not be sufficient.

Below are four possible scenarios for the remaining four months in this fiscal year. *All scenarios assume actual claims will be the same as budgeted in 2014-2015.*

## Projected Self-Insurance Reserve Fund Balance

<u>Scenarios:</u>	<u>June 30, 2014</u>	<u>June 30, 2015</u>
#1 - Claims <i>average</i> \$250,000 for March thru June 2014	\$ 325,000	\$425,000
#2 - Claims are \$319,749 ( <i>budget</i> ) for March thru June 2014	\$ 46,000	\$146,000
#3 - Claims are <i>average</i> \$400,000 for March thru June 2014	(\$274,000)	(\$174,000)
#4 - Claims hit <i>maximum</i> for fiscal year 2013-2014	(\$643,000)	(\$543,000)

The '*worst-case*' scenario is the maximum expected claims liability (at which the aggregate stop-loss coverage starts) for this fiscal year and next fiscal year. *With no budget transfers*, the projected Self-Insurance Reserve Fund Balance on June 30, 2015 would be *minus \$1,347,000*.

## Historical Perspective of Claims

<u>Fiscal Year</u>	<u>Claims</u>
2008-2009	\$3,607,480
2009-2010	\$3,445,596
2010-2011	\$3,751,419
2011-2012	\$3,432,647
2012-2013	\$3,306,146
2013-2014 – Forecast	\$4,095,218
2014-2015 – Budget	\$4,387,885

Note: 2013-2014 Forecast assumes actual claims for March through June 2014, will be the same as budget.

**Fiscal Year 2013-2014 Options:**

We could use several sources of funding, totaling **\$1,095,047**, in the following priority order:

1. OPEB Trust Budget – The ‘implicit rate subsidy’ has historically been budgeted in the OPEB Trust account. We have learned the ‘implicit rate subsidy’ should be included in the Medical and Dental Insurance account under a self-insured plan. The 2013-2014 budget was developed under the fully-insured method. We need to transfer **\$362,172** into the Medical and Dental Insurance account.
2. Contingency Account – The balance is **\$105,997**. There are two other *potential* uses (i.e., snow removal and sanding; portion of costs to upgrade HVAC system at Orange Middle School).
3. Year End Available Funds – The March monthly report had a projected favorable balance of **\$460,111** in total expenditures. ***This is subject to change.***
4. OPEB Trust Budget – The remaining **\$166,767** is the amount necessary to ‘fully fund’ the OPEB Trust for 2013-2014. These funds could be used ‘as a last resort’ if additional funding is needed for the Self-Insurance Reserve Fund.

If the Amity Finance Committee and Amity Board of Education transferred \$1,095,000 (as described above) to the Self-Insurance Reserve Fund, the projected balance on June 30, **2015** would be, as follows:

- ***Minus \$252,000*** under the worst-case scenario (i.e., Maximum expected claims liability is reached for this fiscal year and next fiscal year).
- ***Plus \$1,520,000*** if average claims were \$250,000 per month from March 2014 through June 2014, inclusive, and were the same as budgeted in 2014-2015.

**Fiscal Year 2014-2015 Considerations:**

1. Medical and Dental Insurance – Should this budget be increased? If so, how much?
2. OPEB Trust Budget - If the Board wanted to fully fund the OPEB Trust in 2014-2015, the budget should be \$199,411. It is currently budgeted at \$0.

DOLLAR IMPACT	MEMBER TOWN ALLOCATIONS			PERCENT INCREASE
	BETHANY	ORANGE	WOODBIDGE	
NO CHANGE	\$0	\$0	\$0	3.78%
\$100,000	\$20,821	\$49,217	\$29,962	4.01%
\$200,000	\$41,642	\$98,434	\$59,924	4.23%
\$300,000	\$62,463	\$147,651	\$89,886	4.46%
\$400,000	\$83,284	\$196,868	\$119,848	4.68%
\$500,000	\$104,105	\$246,085	\$149,810	4.90%

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
SUPERINTENDENT'S PROPOSED 2014-2015 BUDGET**

LINE	CATEGORY	COLUMN 1 2011-2012 ACTUAL	COLUMN 2 2012-2013 ACTUAL	COLUMN 3 2013-2014 BUDGET	COLUMN 4 2013-2014 FORECAST	COLUMN 5 2014-2015 BUDGET	COLUMN 6 VAR. \$ TO BUDGET	COLUMN 7 VAR. % TO BUDGET
1	MEMBER TOWN ALLOCATIONS	41,199,830	41,627,220	43,260,053	43,260,053	44,696,126	1,436,073	3.32%
2	OTHER REVENUE	202,397	234,264	218,032	239,458	212,494	(5,538)	-2.54%
3	OTHER STATE GRANTS	610,679	765,300	876,597	1,000,966	1,205,254	328,657	37.49%
4	MISCELLANEOUS INCOME	1,031,364	406,782	56,000	37,403	39,690	(16,310)	-29.13%
5	BUILDING RENOVATION GRANTS	478,125	286,347	67,773	67,773	6,491	(61,282)	-90.42%
6	<b>TOTAL REVENUES</b>	<b>43,522,395</b>	<b>43,319,913</b>	<b>44,478,455</b>	<b>44,605,653</b>	<b>46,160,055</b>	<b>1,681,600</b>	<b>3.78%</b>
7	SALARIES	22,713,423	22,915,703	23,516,038	23,313,519	24,136,611	620,573	2.64%
8	BENEFITS	5,498,457	5,114,613	5,256,101	5,231,159	5,692,505	436,404	8.30%
9	PURCHASED SERVICES	5,491,309	6,111,199	6,974,367	6,738,408	7,889,377	915,010	13.12%
10	DEBT SERVICE	5,633,460	5,469,195	4,913,679	4,916,444	4,800,163	(113,516)	-2.31%
11	SUPPLIES (INCLUDING UTILITIES)	2,946,315	2,945,495	3,096,685	3,115,695	3,049,198	(47,487)	-1.53%
12	EQUIPMENT	320,059	154,864	324,479	345,026	227,715	(96,764)	-29.82%
13	IMPROVEMENTS / CONTINGENCY	33,637	57,696	247,006	207,993	216,000	(31,006)	-12.55%
14	DUES AND FEES	106,191	113,989	150,100	150,100	148,486	(1,614)	-1.08%
15	TRANSFER ACCOUNT	150,050	177,494	0	0	0	0	0.00%
16	<b>TOTAL EXPENDITURES</b>	<b>42,892,901</b>	<b>43,060,248</b>	<b>44,478,455</b>	<b>44,018,344</b>	<b>46,160,055</b>	<b>1,681,600</b>	<b>3.78%</b>
17	<b>SUBTOTAL</b>	<b>629,494</b>	<b>259,665</b>	<b>0</b>	<b>587,309</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	77	37,255	0	0	0	0	0.00%
19	PLUS: RECORDING OF ERRP FROM PRIOR YEAR	0	64,034	0	0	0	0	0.00%
20	PLUS: RECORDING OF BOND PREMIUM PROCEEDS	0	35,000	0	0	0	0	0.00%
21	PLUS: AUDIT ADJUSTMENT FROM PRIOR YEAR	0	2,331	0	0	0	0	0.00%
22	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:							
23	LESS: ASSIGNED TO NEXT YEAR'S BUDGET	(300,000)	0	0	0	0	0	0.00%
24	LESS: COMMITTED TO ERRP	0	0	0	0	0	0	0.00%
25	<b>NET BALANCE / (DEFICIT)</b>	<b>329,571</b>	<b>398,285</b>	<b>0</b>	<b>587,309</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
26	<b>AVERAGE DAILY MEMBERSHIP</b>	<b>2,514</b>	<b>2,449</b>	<b>2,365</b>	<b>2,365</b>	<b>2,363</b>	<b>(2)</b>	<b>-0.08%</b>
27	<b>PER PUPIL EXPENDITURE</b>	<b>13,982</b>	<b>14,457</b>	<b>15,675</b>	<b>15,570</b>	<b>16,357</b>	<b>682</b>	<b>4.35%</b>

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
SUPERINTENDENT'S PROPOSED 2014-2015 BUDGET**

LINE	CATEGORY	COLUMN 1 2011-2012 ACTUAL	COLUMN 2 2012-2013 ACTUAL	COLUMN 3 2013-2014 BUDGET	COLUMN 4 2013-2014 FORECAST	COLUMN 5 2014-2015 BUDGET	COLUMN 6 VAR. \$ TO BUDGET	COLUMN 7 VAR. % TO BUDGET
1	BETHANY ALLOCATION	8,439,785	8,583,949	8,670,180	8,670,180	9,306,180	636,000	7.34%
2	ORANGE ALLOCATION	19,944,426	20,669,164	21,602,772	21,602,772	21,998,093	395,321	1.83%
3	WOODBIDGE ALLOCATION	12,815,619	12,374,107	12,987,101	12,987,101	13,391,853	404,752	3.12%
4	MEMBER TOWN ALLOCATIONS	41,199,830	41,627,220	43,260,053	43,260,053	44,696,126	1,436,073	3.32%
5	ADULT EDUCATION	3,244	2,990	2,936	3,238	2,936	0	0.00%
6	PARKING INCOME	30,054	31,562	30,000	30,000	30,000	0	0.00%
7	INVESTMENT INCOME	977	358	1,500	750	1,500	0	0.00%
8	ATHLETICS	25,948	22,372	23,500	23,500	32,500	9,000	38.30%
9	TUITION REVENUE	69,232	110,859	86,382	124,814	72,985	(13,397)	-15.51%
10	TRANSPORTATION INCOME	72,942	66,123	73,714	57,156	72,573	(1,141)	-1.55%
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	0.00%
12	OTHER REVENUE	202,397	234,264	218,032	239,458	212,494	(5,538)	-2.54%
13	BESB GRANT	0	0	0	0	0	0	0.00%
14	SPECIAL EDUCATION GRANTS	610,679	765,300	876,597	1,000,966	1,205,254	328,657	37.49%
15	OTHER STATE GRANTS	610,679	765,300	876,597	1,000,966	1,205,254	328,657	37.49%
16	RENTAL INCOME	29,701	31,357	29,000	21,000	21,000	(8,000)	-27.59%
17	CAPITAL RESERVE	0	0	0	0	0	0	0.00%
18	CONSTRUCTION SINKING DEBT FUND	262,000	0	0	0	0	0	0.00%
19	DESIGNATED FROM PRIOR YEAR	675,000	300,000	0	0	0	0	0.00%
20	EARLY RETIREE REINSURANCE PROGRAM	0	0	0	0	0	0	0.00%
21	OTHER REVENUE	64,663	75,425	27,000	16,403	18,690	(8,310)	-30.78%
22	TRANSFER IN	0	0	0	0	0	0	0.00%
23	MISCELLANEOUS INCOME	1,031,364	406,782	56,000	37,403	39,690	(16,310)	-29.13%
24	BUILDING RENOVATION GRANTS	478,125	286,347	67,773	67,773	6,491	(61,282)	-90.42%
25	TOTAL REVENUES	43,522,395	43,319,913	44,478,455	44,605,653	46,160,055	1,681,600	3.78%

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
SUPERINTENDENT'S PROPOSED 2014-2015 BUDGET**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
LINE	CATEGORY	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 FORECAST	2014-2015 BUDGET	VAR. \$ TO BUDGET	VAR. % TO BUDGET
1	5111-CERTIFIED SALARIES	19,210,777	19,299,776	19,712,301	19,523,709	20,171,254	458,953	2.33%
2	5112-CLASSIFIED SALARIES	3,502,646	3,615,927	3,803,737	3,789,810	3,965,357	161,620	4.25%
3	<b>SALARIES</b>	<b>22,713,423</b>	<b>22,915,703</b>	<b>23,516,038</b>	<b>23,313,519</b>	<b>24,136,611</b>	<b>620,573</b>	<b>2.64%</b>
4	5200-MEDICARE - ER	294,034	298,493	310,765	303,675	318,524	7,759	2.50%
5	5210-FICA - ER	221,612	228,835	235,430	232,808	241,309	5,879	2.50%
6	5220-WORKERS' COMPENSATION	119,070	149,887	193,000	184,362	210,073	17,073	8.85%
7	5255-MEDICAL & DENTAL INSURANCE	3,531,730	3,110,613	3,039,348	3,039,348	3,994,853	955,505	31.44%
8	5860-OPEB TRUST	376,753	394,346	528,939	528,939	0	(528,939)	-100.00%
9	5260-LIFE INSURANCE	45,356	46,733	50,263	45,065	46,104	(4,159)	-8.27%
10	5275-DISABILITY INSURANCE	9,345	10,426	10,615	9,221	10,219	(396)	-3.73%
11	5280-PENSION PLAN - CLASSIFIED	599,032	663,791	707,554	707,554	738,934	31,380	4.43%
12	5282-RETIREMENT SICK LEAVE - CERT	113,827	83,794	61,142	61,142	50,588	(10,554)	-17.26%
13	5283-RETIREMENT SICK LEAVE - CLASS	24,093	4,575	18,557	18,557	2,817	(15,740)	-84.82%
14	5284-SEVERANCE PAY - CERTIFIED	131,225	114,570	70,488	70,488	69,084	(1,404)	-1.99%
15	5290-UNEMPLOYMENT COMPENSATION	32,380	8,550	30,000	30,000	10,000	(20,000)	-66.67%
16	<b>BENEFITS</b>	<b>5,498,457</b>	<b>5,114,613</b>	<b>5,256,101</b>	<b>5,231,159</b>	<b>5,692,505</b>	<b>436,404</b>	<b>8.30%</b>
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	9,076	17,393	11,564	19,564	24,100	12,536	108.41%
18	5327-DATA PROCESSING	63,014	63,926	67,730	67,730	67,892	162	0.24%
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	976,948	990,797	1,050,636	1,077,886	1,096,440	45,804	4.36%
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	58,791	75,995	94,227	94,227	103,127	8,900	9.45%
21	5510-PUPIL TRANSPORTATION	2,108,674	2,185,438	2,493,553	2,279,225	2,708,889	215,336	8.64%
22	5521-GENERAL LIABILITY INSURANCE	158,330	166,401	183,792	176,968	194,070	10,278	5.59%
23	5550-COMMUNICATIONS: TEL, POST, ETC.	68,605	62,858	77,168	77,168	112,567	35,399	45.87%
24	5560-TUITION EXPENSE	1,971,800	2,464,993	2,896,374	2,846,317	3,482,515	586,141	20.24%
25	5590-OTHER PURCHASED SERVICES	76,071	83,398	99,323	99,323	99,777	454	0.46%
26	<b>PURCHASED SERVICES</b>	<b>5,491,309</b>	<b>6,111,199</b>	<b>6,974,367</b>	<b>6,738,408</b>	<b>7,889,377</b>	<b>915,010</b>	<b>13.12%</b>

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
SUPERINTENDENT'S PROPOSED 2014-2015 BUDGET**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
LINE	CATEGORY	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 BUDGET	2013-2014 FORECAST	2014-2015 BUDGET	VAR. \$ TO BUDGET	VAR. % TO BUDGET
27	5830-INTEREST	1,832,444	1,655,560	1,603,406	1,603,406	1,515,163	(88,243)	-5.50%
28	5910-REDEMPTION OF PRINCIPAL	3,801,016	3,813,635	3,310,273	3,313,038	3,285,000	(25,273)	-0.76%
29	DEBT SERVICE	5,633,460	5,469,195	4,913,679	4,916,444	4,800,163	(113,516)	-2.31%
30	5410-UTILITIES, EXCLUDING HEAT	749,270	713,980	811,240	822,958	845,900	34,660	4.27%
31	5420-REPAIRS, MAINTENANCE & CLEANING	675,754	734,850	678,797	722,902	689,279	10,482	1.54%
32	5611-INSTRUCTIONAL SUPPLIES	321,269	354,115	387,620	378,763	408,800	21,180	5.46%
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	185,312	180,396	189,355	192,442	195,555	6,200	3.27%
34	5620-OIL USED FOR HEATING	331,360	38,330	135,500	135,500	118,500	(17,000)	-12.55%
35	5621-NATURAL GAS	0	92,465	125,000	100,100	105,000	(20,000)	-16.00%
36	5627-TRANSPORTATION SUPPLIES	153,298	188,718	183,803	183,803	192,820	9,017	4.91%
37	5641-TEXTS & DIGITAL RESOURCES	71,131	102,002	90,204	90,204	15,551	(74,653)	-82.76%
38	5642-LIBRARY BOOKS & PERIODICALS	22,439	21,236	21,607	21,607	23,082	1,475	6.83%
39	5690-OTHER SUPPLIES	436,482	519,403	473,559	467,416	454,711	(18,848)	-3.98%
40	SUPPLIES (INCLUDING UTILITIES)	2,946,315	2,945,495	3,096,685	3,115,695	3,049,198	(47,487)	-1.53%
41	5730-EQUIPMENT - NEW	124,486	97,876	105,519	105,519	28,830	(76,689)	-72.68%
42	5731-EQUIPMENT - REPLACEMENT	195,573	56,988	218,960	239,507	198,885	(20,075)	-9.17%
43	EQUIPMENT	320,059	154,864	324,479	345,026	227,715	(96,764)	-29.82%
44	5715-IMPROVEMENTS TO BUILDING	4,785	0	48,006	48,006	0	(48,006)	-100.00%
45	5720-IMPROVEMENTS TO SITES	28,852	57,696	49,000	53,990	66,000	17,000	34.69%
46	5850-CONTINGENCY	150,000	150,000	150,000	150,000	150,000	0	0.00%
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	(150,000)	0	(44,003)	0	0	0.00%
48	5855-CAPITAL RESERVE	0	0	0	0	0	0	0.00%
49	IMPROVEMENTS / CONTINGENCY	33,637	57,696	247,006	207,993	216,000	(31,006)	-12.55%
50	5580-STAFF TRAVEL	20,111	19,255	21,568	21,568	21,068	(500)	-2.32%
51	5581-TRAVEL - CONFERENCES	17,402	12,702	23,624	23,624	27,389	3,765	15.94%
52	5810-DUES & FEES	68,678	82,032	104,908	104,908	100,029	(4,879)	-4.65%
53	DUES AND FEES	106,191	113,989	150,100	150,100	148,486	(1,614)	-1.08%
54	5856-TRANSFER ACCOUNT	150,050	177,494	0	0	0	0	0.00%
55	TOTAL EXPENDITURES	42,892,901	43,060,248	44,478,455	44,018,344	46,160,055	1,681,600	3.78%

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



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

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

To: Charles S. Dumais, Superintendent of Schools

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

Re: 2014-2015 Budget Calendar

Date: February 25, 2014

The Amity Finance Committee and Amity Board of Education wanted to wait until you took charge before making any changes to the budget calendar. The dates in **boldface** are new.

**Original Dates**

January 15, 2014	Superintendent's Budget is mailed to Amity Finance Committee, Board of Education Members, First Selectmen and Boards of Finance Members
January 27, 2014	Superintendent presents his budget proposal to Amity Finance Committee for discussion. Additional budget workshop date(s) will be set, if needed. All Board of Education members are invited to attend
February 3, 2014	Superintendent presents budget proposal to Board of Education for discussion. Additional budget workshop date(s) will be set, if needed.

**January 13, 2014**      ***Superintendent presents proposed 2014-2015 budget to Amity Finance Committee and distributes budget package***

**January 13, 2014**      ***Superintendent presents proposed 2014-2015 budget to Amity Board of Education and distributes budget package***



<b>Original Dates</b>	
February 10, 2014 (Held in Orange)	Amity Finance Committee discusses and possibly takes preliminary action on proposed budget
February 10, 2014 (Held in Orange)	Amity Board of Education discusses and possibly takes preliminary action on proposed budget
February 24, 2014	Amity Finance Committee discusses and takes action on the proposed budget (This meeting will take place, if necessary)
February 24, 2014	Amity Board of Education discusses and takes action on the proposed budget (This meeting will take place, if necessary)
February 25, 2014- February 28, 2014	Superintendent will revise the proposed 2014-2015 Budget based on the most current information
March 3, 2014	Superintendent will distribute the proposed 2014-2015 Budget with recommended changes, if any, based on the most current information to Amity Finance Committee and Board of Education

March 10, 2014	Superintendent will discuss his proposed changes, if any, with the Amity Finance Committee. Amity Finance Committee will vote on the revised 2014-2015 Budget, if applicable
March 10, 2014	Superintendent will discuss his proposed changes, if any, with the Board of Education. The Board of Education will vote on the revised 2014-2015 Budget, if applicable
T.B.A.	Superintendent presents the preliminary 2014-2015 Budget to Bethany, Orange and Woodbridge Boards of Finance at a mutually convenient date and time
April 7, 2014 (Monday)	Public District Budget Hearing
April 7, 2014	Amity Finance Committee discusses and makes possible changes to 2014-2015 Budget

April 7, 2014	Amity Board of Education discusses and makes possible changes to 2014-2015 Budget
May 5, 2014 (Monday)	Annual Public Budget Meeting to be adjourned to a referendum vote
May 6, 2014 (Tuesday)	Referendum

2430 Terrace Road  
Des Moines, Iowa 50312  
515.238.4108

January 16, 2014

Mr. William Blake  
Board President, Amity Regional School District #5  
25 Newton Road  
Woodbridge, CT 06525

Dear Mr. Blake and Board Members of Amity Regional District:

I would like to thank you for the opportunity to interview for the position of superintendent. I enjoyed my time there and getting to meet you. Although the meeting was brief, it was evident that a very positive culture exists, as well as a camaraderie with the Board that is something one does not always see. Your questions were clearly focused on how the school district could work to improve educational opportunities for all students.

I feel certain that with the knowledge and guidance of Tom Jokubaitis and Jim Ritchie, you were provided high quality candidates so that you were able to secure the right person with the necessary skills to continue to move your district forward. Amity Regional District #5 has a great deal of which to be proud and I am sure that you will continue to reach your goals.

I wish you all of the best as you continue to strive for education of the highest quality for the students you serve.

Thank you,

A handwritten signature in cursive script that reads "Pam Vogel".

Pam Vogel

Cc: Dr. Jim Ritchie  
Mr. Tom Jokubaitis



## Bethany Public School District

44 Peck Road

Bethany, Connecticut 06524

Tel. (203) 393-1170

Fax (203) 393-0239

[jbarile@bethany-ed.org](mailto:jbarile@bethany-ed.org)

*"The sole reason for the existence of our profession is the student"*

John W. Barile, Sr.  
Superintendent of Schools

TO: Charles Dumais, Amity Superintendent  
FROM: John W. Barile, Bethany Superintendent  
RE: Bethany Grade 6 transition to Amity Middle School, Bethany campus  
DATE: March 5, 2014

I want to review and confirm with you our mutual understanding concerning the possibility of Bethany sixth graders attending the Middle School this fall and/or the following fall. As we have discussed, both the Amity and Bethany Boards of Education, in conjunction with the administrative teams have been contemplating moving the Bethany sixth grade students to the Amity Middle School, Bethany Campus for over a year. As you know, there are many legal, educational, logistical and financial challenges in pursuing such a path. Both the Amity and the Bethany Boards are committed to vigorously investigating all aspects of a potential move. First and foremost, we must determine whether the State will approve Amity educating Bethany 6th graders. Second, Amity needs to make a determination on the cost of tuition that will be charged to Bethany. Subsequently, Amity must determine if the logistical hurdles can be overcome. Finally, the two Districts will need to agree on a shared vision that maximizes the educational experience and meets the best interests of the Bethany children.

The Bethany Board of Education subcommittee to explore alternate locations for the students currently housed in the annex buildings envisions that any Bethany students educated at the Amity Middle School will be fully integrated into the fabric of the school community. The Committee envisions that for this to occur the Amity-Region 5 Board of Education and Bethany Board of Education will need to enter into a long term contract, where Bethany pays tuition in exchange for Amity assuming responsibility for all aspects of educating the sixth graders.

We owe it to our students and parents to act expeditiously. While it may not be possible to put such a plan in place for the 2014-15 school year, we need to at the very least come to a conclusion with respect to whether this plan is feasible for the 2015-16 year within the next 3 months. Otherwise, the Bethany Board of Education will need to move forward with other options for our students before the current school year ends. Please let me know as soon as possible whether Amity is prepared to make such a commitment. I respectfully request that the Amity Board of Education provide the Bethany Board of Education with an official notice of their intentions and timeline for planning and implementing this transition by June 1, 2014.

Below you will find a summary of the outstanding questions that have been developed to date that bear on the determination of whether Amity can educate the Bethany grade six students. The questions are also intended to help the Amity-Region 5 Board of Education and you understand what the Bethany Board of Education is looking for in such a plan.

**Questions regarding Bethany sixth grade students transitioning to Amity Middle School that were submitted to Interim Superintendent Nast in January 2014.**

How many classrooms are available?

How many additional students can Amity MS educate?

Does Amity have authority from the State to teach grade 6?

Does Amity have teachers certified to teach grade 6 and/or is Amity prepared to hire teachers with appropriate certification?

Would such an agreement be in conflict with existing collective bargaining agreements with the teachers union?

Does the middle school have sufficient room in the schedule to incorporate the increased number of students or will Amity have to hire more staff to educate Bethany students (classroom faculty, specialists, social workers, paraprofessionals, nurse, etc.)?

What is the Amity BOE's class enrollment policy (Teacher – Student ratio)?

How does Amity MS plan to integrate the Bethany sixth graders into the fabric of the school community?

Is Amity willing to provide all required services (including transportation, specials, pupil personal services, grade 6 curriculum development, standardized testing, TAG services, health services, etc.) in exchange for tuition? If so, what will be the cost per pupil?

Is Amity prepared to take on all special education costs associated with Bethany students who attend Amity MS?

Assuming we develop an agreeable a tuition model, is Amity willing to enter into a long-term commitment? (10-15 year contract)

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



*Mr. Charles Dumais*  
*Superintendent of Schools*

*charles.dumais@reg5.k12.ct.us*  
*Phone: (203) 392-2106*  
*Fax: (203) 397-4864*

**March 10, 2014**

**To: Members of the Board of Education**  
**From: Charles Dumais, Superintendent of Schools**  
**Re: Personnel Report**

**New Hire(s):**

**Amity Reg. District Offices – Woodbridge - NONE**

**Amity Reg. High School – Woodbridge: NONE**

**Amity Reg. Middle Schools – Orange - NONE**

**Amity Reg. Middle School – Bethany - NONE**

**Coaches:**

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

Kevin Donovan – Asst. Var. Boys' Lacrosse

David Ross – Freshmen Boys' Lacrosse

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

Andrew Zuckerman – Baseball – Amity MS-Orange

**Resignation(s):**

Coach – Paul Thees – Varsity Girls' Volleyball – Amity Reg. High School

**Retirement(s): NONE**

CSD/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: Charles S. Dumais, Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: ED-099 Agreement for Child Nutrition Programs  
Date: February 25, 2014

We need a Board Resolution to authorize you as a signer of the Authorized Signatures Change Form.

The following motion needs to be passed:

***Move to authorize Charles Dumais, Superintendent of Schools, to sign on behalf of the Amity Regional School District No. 5, as an Authorized Signer of the ED-099 Agreement for Child Nutrition Programs.***

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

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



---

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

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

To: Charles S. Dumais, Superintendent of Schools

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

Re: Award of Contracts of \$35,000 or More

Date: March 4, 2014

## **Heating Oil, Diesel Fuel and Gasoline:**

The Bethany-Orange-Woodbridge Regional Purchasing Cooperative is bidding heating oil, diesel fuel and gasoline. We use heating oil at the two middle schools and we supply the diesel fuel for the Amity Transportation Owner-Operators based on the bus contract.

The bids will be opened on Tuesday, March 18, 2014. The award of the bids must be made within two hours of the bid opening. In the past, the Amity Finance Committee and Amity Board of Education gave the Superintendent of Schools the authority to award the contract to the vendor(s) selected by the Bethany-Orange-Woodbridge Regional Purchasing Cooperative.

## **Amity Finance Committee**

***Move to recommend to the Amity Board of Education that the Superintendent of Schools or Director of Finance and Administration be authorized to award the heating oil, diesel fuel and gasoline contracts for July 1, 2014 through June 30, 2015, to the vendor(s) selected by the Bethany-Orange-Woodbridge Regional Purchasing Cooperative.***

## **Amity Board of Education**

***Move to authorize the Superintendent of Schools or Director of Finance and Administration to award the heating oil, diesel fuel and gasoline contracts for July 1, 2014 through June 30, 2015, to the vendor(s) selected by the Bethany-Orange-Woodbridge Regional Purchasing Cooperative.***



**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2013-2014**

LINE	CATEGORY	COLUMN 1 2012-2013 ACTUAL	COLUMN 2 2013-2014 BUDGET	COLUMN 3 JAN '14 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 FEB '14 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	MEMBER TOWN ALLOCATIONS	41,627,220	43,260,053	43,260,053	0	43,260,053	0	FAV
2	OTHER REVENUE	234,264	218,032	237,825	1,633	239,458	21,426	FAV
3	OTHER STATE GRANTS	765,300	876,597	1,009,613	(8,647)	1,000,966	124,369	FAV
4	MISCELLANEOUS INCOME	406,782	56,000	37,403	0	37,403	(18,597)	UNF
5	BUILDING RENOVATION GRANTS	286,347	67,773	67,773	0	67,773	0	FAV
6	<b>TOTAL REVENUES</b>	<b>43,319,913</b>	<b>44,478,455</b>	<b>44,612,667</b>	<b>(7,014)</b>	<b>44,605,653</b>	<b>127,198</b>	<b>FAV</b>
7	SALARIES	22,915,703	23,516,038	23,331,665	(18,146)	23,313,519	(202,519)	FAV
8	BENEFITS	5,114,613	5,256,101	5,231,576	(417)	5,231,159	(24,942)	FAV
9	PURCHASED SERVICES	6,111,199	6,974,367	6,793,108	(54,700)	6,738,408	(235,959)	FAV
10	DEBT SERVICE	5,469,195	4,913,679	4,916,444	0	4,916,444	2,765	UNF
11	SUPPLIES (INCLUDING UTILITIES)	2,945,495	3,096,685	3,090,270	25,425	3,115,695	19,010	UNF
12	EQUIPMENT	154,864	324,479	345,026	0	345,026	20,547	UNF
13	IMPROVEMENTS / CONTINGENCY	57,696	247,006	204,449	3,544	207,993	(39,013)	FAV
14	DUES AND FEES	113,989	150,100	150,100	0	150,100	0	FAV
15	TRANSFER ACCOUNT	177,494	0	0	0	0	0	FAV
16	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
17	<b>TOTAL EXPENDITURES</b>	<b>43,060,248</b>	<b>44,478,455</b>	<b>44,062,638</b>	<b>(44,294)</b>	<b>44,018,344</b>	<b>(460,111)</b>	<b>FAV</b>
18	<b>SUBTOTAL</b>	<b>259,665</b>	<b>0</b>	<b>550,029</b>	<b>37,280</b>	<b>587,309</b>	<b>587,309</b>	<b>FAV</b>
19	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	37,255	0	0	0	0	0	FAV
20	PLUS: RECORDING OF ERRP FROM PRIOR YEAR	64,034	0	0	0	0	0	FAV
21	PLUS: RECORDING OF BOND PREMIUM PROCEEDS	35,000	0	0	0	0	0	FAV
22	PLUS: AUDIT ADJUSTMENT FROM PRIOR YEAR	2,331	0	0	0	0	0	FAV
23	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:							
24	LESS: ASSIGNED TO NEXT YEAR'S BUDGET	0			0		0	FAV
25	LESS: COMMITTED TO ERRP	0	0	0	0	0	0	FAV
26	<b>NET BALANCE / (DEFICIT)</b>	<b>398,285</b>	<b>0</b>	<b>550,029</b>	<b>37,280</b>	<b>587,309</b>	<b>587,309</b>	<b>FAV</b>

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2013-2014**

LINE	CATEGORY	COLUMN 1 2012-2013 ACTUAL	COLUMN 2 2013-2014 BUDGET	COLUMN 3 JAN '14 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 FEB '14 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	BETHANY ALLOCATION	8,583,949	8,670,180	8,670,180	0	8,670,180	0	FAV
2	ORANGE ALLOCATION	20,669,164	21,602,772	21,602,772	0	21,602,772	0	FAV
3	WOODBRIAGE ALLOCATION	12,374,107	12,987,101	12,987,101	0	12,987,101	0	FAV
4	MEMBER TOWN ALLOCATIONS	41,627,220	43,260,053	43,260,053	0	43,260,053	0	FAV
5	ADULT EDUCATION	2,990	2,936	3,209	29	3,238	302	FAV
6	PARKING INCOME	31,562	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	358	1,500	844	(94)	750	(750)	UNF
8	ATHLETICS	22,372	23,500	23,500	0	23,500	0	FAV
9	TUITION REVENUE	110,859	86,382	124,814	0	124,814	38,432	FAV
10	TRANSPORTATION INCOME	66,123	73,714	55,458	1,698	57,156	(16,558)	UNF
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	234,264	218,032	237,825	1,633	239,458	21,426	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	765,300	876,597	1,009,613	(8,647)	1,000,966	124,369	FAV
15	OTHER STATE GRANTS	765,300	876,597	1,009,613	(8,647)	1,000,966	124,369	FAV
16	RENTAL INCOME	31,357	29,000	21,000	0	21,000	(8,000)	UNF
17	CAPITAL RESERVE	0	0	0	0	0	0	FAV
18	CONSTRUCTION SINKING DEBT FUND	0	0	0	0	0	0	FAV
19	DESIGNATED FROM PRIOR YEAR	300,000	0	0	0	0	0	FAV
20	EARLY RETIREE REINSURANCE PROGRAM	0	0	0	0	0	0	FAV
21	OTHER REVENUE	75,425	27,000	16,403	0	16,403	(10,597)	UNF
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	406,782	56,000	37,403	0	37,403	(18,597)	UNF
24	BUILDING RENOVATION GRANTS	286,347	67,773	67,773	0	67,773	0	FAV
25	TOTAL REVENUES	43,319,913	44,478,455	44,612,667	(7,014)	44,605,653	127,198	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 2013-2014**

LINE	CATEGORY	COLUMN 1 2012-2013 ACTUAL	COLUMN 2 2013-2014 BUDGET	COLUMN 3 JAN '14 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 FEB '14 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,299,776	19,712,301	19,536,296	(12,587)	19,523,709	(188,592)	FAV
2	5112-CLASSIFIED SALARIES	3,615,927	3,803,737	3,795,369	(5,559)	3,789,810	(13,927)	FAV
3	<b>SALARIES</b>	<b>22,915,703</b>	<b>23,516,038</b>	<b>23,331,665</b>	<b>(18,146)</b>	<b>23,313,519</b>	<b>(202,519)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	298,493	310,765	303,911	(236)	303,675	(7,090)	FAV
5	5210-FICA - ER	228,835	235,430	232,989	(181)	232,808	(2,622)	FAV
6	5220-WORKERS' COMPENSATION	149,887	193,000	184,362	0	184,362	(8,638)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,110,613	3,039,348	3,568,287	(528,939)	3,039,348	0	FAV
8	5860-OPEB TRUST	394,346	528,939	0	528,939	528,939	0	FAV
9	5260-LIFE INSURANCE	46,733	50,263	45,065	0	45,065	(5,198)	FAV
10	5275-DISABILITY INSURANCE	10,426	10,615	9,221	0	9,221	(1,394)	FAV
11	5280-PENSION PLAN - CLASSIFIED	663,791	707,554	707,554	0	707,554	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	83,794	61,142	61,142	0	61,142	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	4,575	18,557	18,557	0	18,557	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	114,570	70,488	70,488	0	70,488	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	8,550	30,000	30,000	0	30,000	0	FAV
16	<b>BENEFITS</b>	<b>5,114,613</b>	<b>5,256,101</b>	<b>5,231,576</b>	<b>(417)</b>	<b>5,231,159</b>	<b>(24,942)</b>	<b>FAV</b>
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	17,393	11,564	19,564	0	19,564	8,000	UNF
18	5327-DATA PROCESSING	63,926	67,730	67,730	0	67,730	0	FAV
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	990,797	1,050,636	1,077,886	0	1,077,886	27,250	UNF
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	75,995	94,227	94,227	0	94,227	0	FAV
21	5510-PUPIL TRANSPORTATION	2,185,438	2,493,553	2,314,125	(34,900)	2,279,225	(214,328)	FAV
22	5521-GENERAL LIABILITY INSURANCE	166,401	183,792	176,968	0	176,968	(6,824)	FAV
23	5550-COMMUNICATIONS: TEL, POST, ETC.	62,858	77,168	77,168	0	77,168	0	FAV
24	5560-TUITION EXPENSE	2,464,993	2,896,374	2,866,117	(19,800)	2,846,317	(50,057)	FAV
25	5590-OTHER PURCHASED SERVICES	83,398	99,323	99,323	0	99,323	0	FAV
26	<b>PURCHASED SERVICES</b>	<b>6,111,199</b>	<b>6,974,367</b>	<b>6,793,108</b>	<b>(54,700)</b>	<b>6,738,408</b>	<b>(235,959)</b>	<b>FAV</b>

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2013-2014**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2012-2013	2013-2014	JAN '14	CHANGE	FEB '14	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
27	5830-INTEREST	1,655,560	1,603,406	1,603,406	0	1,603,406	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,813,635	3,310,273	3,313,038	0	3,313,038	2,765	UNF
29	DEBT SERVICE	5,469,195	4,913,679	4,916,444	0	4,916,444	2,765	UNF
30	5410-UTILITIES, EXCLUDING HEAT	713,980	811,240	819,958	3,000	822,958	11,718	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	734,850	678,797	700,477	22,425	722,902	44,105	UNF
32	5611-INSTRUCTIONAL SUPPLIES	354,115	387,620	378,763	0	378,763	(8,857)	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	180,396	189,355	192,442	0	192,442	3,087	UNF
34	5620-OIL USED FOR HEATING	38,330	135,500	135,500	0	135,500	0	FAV
35	5621-NATURAL GAS	92,465	125,000	100,100	0	100,100	(24,900)	FAV
36	5627-TRANSPORTATION SUPPLIES	188,718	183,803	183,803	0	183,803	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	102,002	90,204	90,204	0	90,204	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	21,236	21,607	21,607	0	21,607	0	FAV
39	5690-OTHER SUPPLIES	519,403	473,559	467,416	0	467,416	(6,143)	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,945,495	3,096,685	3,090,270	25,425	3,115,695	19,010	UNF
41	5730-EQUIPMENT - NEW	97,876	105,519	105,519	0	105,519	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	56,988	218,960	239,507	0	239,507	20,547	UNF
43	EQUIPMENT	154,864	324,479	345,026	0	345,026	20,547	UNF
44	5715-IMPROVEMENTS TO BUILDING	0	48,006	48,006	0	48,006	0	FAV
45	5720-IMPROVEMENTS TO SITES	57,696	49,000	38,990	15,000	53,990	4,990	UNF
46	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(32,547)	(11,456)	(44,003)	(44,003)	FAV
48	5855-CAPITAL RESERVE	0	0	0	0	0	0	FAV
49	IMPROVEMENTS / CONTINGENCY	57,696	247,006	204,449	3,544	207,993	(39,013)	FAV
50	5580-STAFF TRAVEL	19,255	21,568	21,568	0	21,568	0	FAV
51	5581-TRAVEL - CONFERENCES	12,702	23,624	23,624	0	23,624	0	FAV
52	5810-DUES & FEES	82,032	104,908	104,908	0	104,908	0	FAV
53	DUES AND FEES	113,989	150,100	150,100	0	150,100	0	FAV
54	5856-TRANSFER ACCOUNT	177,494	0	0	0	0	0	FAV
55	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
56	TOTAL EXPENDITURES	43,060,248	44,478,455	44,062,638	(44,294)	44,018,344	(460,111)	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 2013-2014**

**FEBRUARY 2014**

**2013-2014 FORECAST**

The projected net balance of revenues and expenditures for this fiscal year is **\$587,309 FAV** (previously \$550,029 FAV), which appears on page 1, column 6, line 18.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is **\$127,198 FAV** (previously \$134,212 FAV), which appears on page 2, column 6, line 25.

**LINE 5 on Page 2: ADULT EDUCATION:**

*The forecast is based on the current State award.*

**LINE 7 on Page 2: INVESTMENT INCOME:**

The budget is based on the expectation interest rates will remain low. To-date, this has been the case. The interest rate at Peoples United bank in **January 2014** was **0.25 percent** (same as the prior month) and State Treasurer's Investment Fund (STIF) was **0.15 percent** (same as the prior month). Most of the District's funds are kept at Peoples United Bank.

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

The budget assumed six tuition students at full price. We have 11 tuition students, 10 at full tuition price and 1 student at the employee rate. Two of the tuition students became residents in December, and therefore, no longer pay tuition to the District.

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

The projected income is based on FY 2012 and FY 2013 data and the State caps. The forecast includes an adjustment of \$30,000 from the prior fiscal year. The State makes prior year adjustments against the current year's transportation payment. These changes are made between the March SEDAC-G filing and the actual final special education costs reported on the ED001 report. *The forecast reflects the most current information from the State.*

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

The forecast is based on the SEDAC-G report filed with the State in December 2013. The State reimbursement rate is projected to be 81 percent compared to the budget of 75 percent. The forecast was revised based on updated information on student costs. *The forecast reflects the most current information from the State.*

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

NCS Pearson typically rented Bethany Middle School for about \$11,000 per year to offer graduate classes. They are now offering their classes on-line.

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

The teachers' union payment for their union representative's release time is only .10 this fiscal year, not .20 as was budgeted. Miscellaneous vendor rebates and refunds are put in this account.

## **EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is **\$460,111 FAV** (previously \$415,817 FAV), which appears on page 4, column 6, line 57.

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

'Turnover savings' (i.e., replacing teachers who retired or resigned) exceeded budget by **\$79,977 FAV**. The replacement for the Reading Department Head was decreased from 1.0 to 0.6 full-time equivalent at a savings of **\$22,438 FAV**. Expenses were increased by **\$9,290 UNF** due to long-term substitutes hired to cover leaves-of-absence. The forecast includes estimated savings from a teacher on an unpaid leave-of-absence, lower projected coverage costs, and the transition to a permanent Superintendent of Schools (**\$95,500 FAV**). *The forecast is based on current staffing.*

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

A part-time security guard for Amity High School will provide coverage after the end of the school day when many students and others are in the building. The forecast includes estimated savings from vacancies (**\$4,000 FAV**) and a lower projected substitute costs (**\$9,800 FAV**). *The forecast is based on current staffing.*

### **LINES 4 and 5 on Page 3: MEDICARE AND FICA:**

*The forecast is based on the projected salaries.*

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

The actual premiums are **\$8,638 FAV** under budget. The forecast assumes the payroll audit premium will be the same as the budget of \$13,000.

### **LINES 7 on Page 3: 5255-MEDICAL AND DENTAL INSURANCE:**

<b><u>Month</u></b>	<b>2013-2014</b>	<b>CLAIMS ONLY</b>	
	<b><u>Actual Claims</u></b>	<b><u>2013-2014</u></b>	<b><u>2012-2013</u></b>
		<b><u>Budget Claims</u></b>	<b><u>Actual Claims</u></b>
July	\$ 430,267	\$ 319,749	\$ 157,090
August	\$ 381,584	\$ 319,749	\$ 277,965
September	\$ 306,378	\$ 319,749	\$ 184,534
October	\$ 312,668	\$ 319,749	\$ 228,344
November	\$ 327,966	\$ 319,749	\$ 282,319
December	\$ 416,061	\$ 319,749	\$ 316,551
January	\$ 402,402	\$ 319,749	\$ 317,314
February	\$ 238,891	\$ 319,749	\$ 241,012
March	\$	\$ 319,749	\$ 251,862
April	\$	\$ 319,749	\$ 314,479
May	\$	\$ 319,749	\$ 309,373
June	\$	\$ 319,753	\$ 425,303
		<b><u>\$3,836,992</u></b>	<b><u>\$3,306,146</u></b>

*Note: Actual claims through February 2014, exceeded budget by \$258,225.*

Below are four possible scenarios for the remaining four months in this fiscal year:

### **Projected Self-Insurance Reserve Fund Balance**

<b><u>Scenarios:</u></b>	<b><u>June 30, 2014</u></b>
#1 - Claims <i>average</i> \$250,000 for March thru June 2014	\$ 325,000
#2 - Claims are \$319,749 ( <i>budget</i> ) for March thru June 2014	\$ 46,000
#3 - Claims <i>average</i> \$400,000 for March thru June 2014	(\$274,000)
#4 - Claims hit <i>maximum</i> for fiscal year 2013-2014	(\$643,000)

#### **LINE 8 on Page 3: 5860-OPEB TRUST:**

*A budget transfer was requested to move the entire OPEB Trust budget into the Self-Insurance Reserve Fund. This is due to the higher than expected claims. The Amity Finance Committee and Amity Board of Education decided to postpone this decision at their February 2014 meeting. A new budget transfer is requested but not shown in the forecast.*

#### **LINE 9 on Page 3: 5260-LIFE INSURANCE:**

The forecast is based on current staffing.

#### **LINE 10 on Page 3: 5275-DISABILITY INSURANCE:**

The forecast is based on current staffing.

#### **LINE 17 on Page 3: 5322-INSTRUCTIONAL PROGRAM IMPROVEMENT:**

A budget transfer of \$8,000 UNF was made to cover the participation fee for ACES Consortium membership from July 1, 2013 through June 30, 2014.

#### **LINE 19 on Page 3: 5330-OTHER PROFESSIONAL & TECHNICAL SRVC.:**

During the transition to fill the vacant District Technology Coordinator position, Dr. Brady authorized the hiring of TBNG Consulting of West Haven. The firm provided a comprehensive network support team. A budget transfer of \$7,750 UNF was made to pay TBNG Consulting for services rendered in July.

Last year, the Board authorized the purchase of technology equipment to replace Megabit network switches to Gigabit switches for \$21,850, which is included in this fiscal year's budget. The purpose of this was to free up these funds for a long-range planning study. Instead a portion of these funds will be used to pay for the labor costs related to the upgrade of the District's technology infrastructure. The State has informed us that the infrastructure grant will not pay for labor costs, only equipment. The remaining grant funds will be used to purchase ChromeBooks needed for new on-line testing format.

The budget for the annual audit is \$40,000; however, the Board extended the contract of the current auditor at a reduced price of \$32,500. Thus, the forecast includes a favorable variance of \$7,500 FAV.

The forecast includes \$13,900 UNF to pay the Superintendent search consultant.



A budget transfer of \$12,000 UNF was made to hire an engineering firm to evaluate the HVAC systems at Orange Middle School. The study will look into the causes for the humidity issues experienced at this particular site and propose modifications to the operations of the HVAC systems to mitigate the problem.

*The budget for legal expenditures is \$75,000. Actual legal expenses as of February 24, 2014, are \$39,048.53. At this time, we are projecting legal expenditures to be on-budget.*

**LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:**

Special Education Transportation is projected to be under budget by \$214,328 FAV (previously \$179,428 FAV).

**LINE 22 on Page 3: 5521-GENERAL LIABILITY INSURANCE:**

Actual premiums for property, liability, crime and international travel coverage were \$178 UNF over budget. Fiduciary insurance is projected to be \$565 UNF over budget.

Finance Manager Terry Lumas found some overpayments in 2011-2012 and endorsement credits that were applied to the District's account but not returned to us. This amounted to \$5,976.99 FAV. The insurance carrier agreed to credit our premiums for this fiscal year.

Student Accident Insurance premium was \$1,590 FAV under budget, including catastrophic accident medical insurance. Claims have been very high. The projected loss ratio for 2012-2013 is 116 percent. Unfortunately, some of the claimants have no family insurance coverage, so the District's policy ends up paying as the primary plan rather than the secondary plan. The favorable variance is due to the insurance carrier's projection for the budget being conservative.

**LINE 25 on Page 3: 5560-TUITION EXPENSE:**

These figures are subject to change on a monthly basis.

Tuition is forecast to be under budget by \$50,057 FAV (previously \$30,257 FAV).

Tuition for the vo-ag schools has a projected variance of \$77,822 FAV (previously \$77,822 FAV). The number of students is lower than budgeted.

	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY13-14 ACTUAL
Sound	9	7	6	8	9	8
Trumbull	2	4	3	2	4	2
Nonnewaug	5	5	3	2	4	2
ACES						
Wintergreen						
Magnet	0	0	0	2	1	1
Totals	16	16	12	14	18	13

Public (ACES) and private out-of-district placements has a projected favorable variance of **\$31,527 UNF** (*previously \$51,327 UNF*). At this time, there are fewer students than budgeted.

	<b>FY09-10 ACTUAL</b>	<b>FY10-11 ACTUAL</b>	<b>FY11-12 ACTUAL</b>	<b>FY12-13 ACTUAL</b>	<b>FY13-14 BUDGET</b>	<b>FY13-14 ACTUAL</b>
<i>Public SPED</i>	7	6	6	8	8	6
<i>Private SPED</i>	20.5	21	24	21	22	23
<i>Totals</i>	27.5	27	30	29	30	29

Note: 0.5 is a part-time student.

The District has 26 students attending ECA. There is a favorable variance of **\$3,762 FAV**.

**LINE 28 on Page 4: 5910-REDEMPTION OF PRINCIPAL:**

The unspent balances in the Reserve Fund for Capital and Nonrecurring Expenditures for the high school generator, high school roof restoration, high school air handler and natural gas conversion of \$64,727.25 were re-designated for payment of debt service in 2013-2014. Due to a yearend audit adjustment, the amount available is \$61,961.77. Therefore, there is an unfavorable variance of **\$2,765.48 UNF**.

**LINE 30 on Page 4: 5410-UTILITIES, EXCLUDING HEAT:**

Electricity usage is budgeted at 3,805,373 kilowatt hours at an average price of \$0.1634 per kilowatt hour. Last fiscal year, energy savings were less than budgeted for the middle schools and distribution rates were higher than expected. At this early stage, we are assuming usage of 3,866,572 kilowatt hours at an average price of \$0.1634 per kilowatt hour. Thus, Facilities Director is projecting an unfavorable variance of **\$20,000 UNF**.

Load shed credits of **\$11,392 FAV** were received. We did not budget for these credits. Sewer billings are based on last year's water usage. The Facilities Director projects an unfavorable variance of **\$264 UNF**.

The Facilities Director projects propane will have a yearend favorable variance of **\$154 FAV**.

*The water budget is projected to exceed budget by \$3,000 UNF. This is due to the increase in charges for fire lines.*

**LINE 31 on Page 4: 5420-REPAIRS, MAINTENANCE & CLEANING:**

A budget transfer of **\$7,680 UNF** was made to cover the costs of the air quality testing done at Orange Middle School. Due to the high humidity, we found some mold in the building. For health and safety reasons, the Interim Superintendent of Schools hired Fuss & O'Neill to perform air quality testing.

*Snow removal and sanding expenditures through February 24, 2014 were \$68,425. The budget is \$47,000. The forecast assumes an additional expenditure of \$15,000, or an unfavorable variance of \$36,425 UNF. The forecast includes budget transfers to pay for bills incurred to-date over and above the budget.*

**LINE 32 on Page 4: 5611-INSTRUCTIONAL SUPPLIES:**

A budget transfer of \$8,857 FAV was made to Other Supplies to offset the purchase of Scantron student licensing for software and on-site training.

**LINE 33 on Page 4: 5613-MAINTENANCE/CUSTODIAL SERVICES:**

A budget transfer of \$3,087 UNF was made for the purchase of dehumidifiers for Orange Middle School, as part of our effort to eliminate the growth of mold in certain areas.

**LINE 35 on Page 4: 5621-NATURAL GAS:**

Last fiscal year, total expenditures were \$92,464. Projected usage for this fiscal year is 9,100 MBTU at \$11.00 per MBTU compared to a budget of 11,365 MBTU at \$11 per MBTU, or a favorable variance of \$24,900 FAV.

**LINE 39 on Page 4: 5690-OTHER SUPPLIES:**

Last fiscal year, 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 FAV.

A budget transfer of \$8,857 UNF was made to purchase Scantron student licensing for software and on-site training. The system will allow teachers to develop multiple choice, selected-response, and open-ended assessments in a format that, once assessed, will upload data and results for teachers and administrators.

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

Last year, the Board authorized the purchase of technology equipment to replace Megabit network switches to Gigabit switches for \$21,850, which is included in this fiscal year's budget. The purpose of this was to free up these funds for a long-range planning study. Instead a portion of these funds will be used to pay for the labor costs related to the upgrade of the District's technology infrastructure. The State has informed us that the infrastructure grant will not pay for labor costs, only equipment. The remaining grant funds will be used to purchase ChromeBooks needed for new on-line testing format.

A budget request of **\$12,899 UNF** has been made to cover the cost of purchasing a stainless steel tank for the Orange Middle School. The hot water boiler that provides all of the domestic hot water to Orange Middle School developed a small leak during the week of October 22, 2013. Leaks always get worst over time. If the tank completely fails, we would not be supplying domestic hot water to the building. This is a sanitation issue for the kitchen and other building occupants as they would not have hot water to wash dishes, pans, or hands. Kitchens are required to provide 180 degree rinse in the dish washer machines and that could not be achieved with the lack of domestic hot water supplied to the booster heater in the kitchen. The water heater has been ordered, as the Interim Superintendent and Board Chair agreed it was a health and safety matter.

Our current server situation is comprised of thirteen servers ranging in age from eight to ten years old, with another three servers approximately three years old. The industry standard for server lifespan is approximately five to six years. The Board approved a server upgrade and consolidation. A budget transfer of **\$7,648 UNF** was made from the Contingency Account to pay the first payment of a five-year lease/purchase agreement with a \$1 buyout in April 2014.

**LINE 45 on Page 4: 5720-IMPROVEMENTS TO SITES:**

Due to the successful over seeding, fertilizing, and aerating of Stadium Field and the really wet spring, the field is in great shape and the re-sodding will not be necessary. The budget of **\$15,000 FAV** for the re-sodding will not be used. *These funds have been transferred to pay for air quality testing and dehumidifiers for Orange Middle School and snow removal and sanding (\$15,000 UNF).*

The forecast includes a budget transfer of **\$4,990 UNF** to purchase an additional 40 feet of netting for the softball field at Amity High School. This is to protect people and property from foul balls.

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

The forecast assumes the entire Contingency Account of \$150,000 will be spent by fiscal year end. *The remaining balance is \$105,997.*

October:       **\$12,000** – Hire vanZelm Engineers to provide engineering services to evaluate the HVAC systems at Orange Middle School. The study will look into the causes for the humidity issues experienced at this particular site and propose modifications to the operation of the HVAC systems to mitigate the problem.

December:     **\$12,899** - Replace the Orange Middle School hot water heater immediately for health and safety reasons.

February:      **\$7,648** – Purchase new servers.

March:         **\$11,456** – *Snow removal and sanding.*

Amity Regional School District No. 5 - Budget Transfers 2013-2014

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2013	53	01111009	5611 INSTRUCTIONAL SUPPLIES	\$ -50.00	MATHCOUNTS REGISTRATION
July 2013	53	01111009	5810 DUES & FEES	\$ 50.00	MATHCOUNTS REGISTRATION
July 2013	54	03111001	5730 EQUIPMENT - NEW	\$ 2,645.00	Digital lab tables/chairs
July 2013	54	03132400	5550 COMMUNICATIONS: TEL,POST,ETC.	\$ -2,645.00	Digital lab tables/chairs
July 2013	55	03132120	5111 CERTIFIED SALARIES	\$ 2,994.00	Counselors working summer reg
July 2013	55	03132120	5611 INSTRUCTIONAL SUPPLIES	\$ -2,994.00	Counselors working summer reg
July 2013	69	01111005	5690 OTHER SUPPLIES	\$ 1,320.00	Book Truck
July 2013	69	01111005	5690 OTHER SUPPLIES	\$ 272.00	Book Truck shipping
July 2013	69	05142510	5690 OTHER SUPPLIES	\$ -1,320.00	Book Truck
July 2013	69	05142510	5690 OTHER SUPPLIES	\$ -272.00	Book Truck shipping
July 2013	126	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 900.00	Purchase additional books
July 2013	126	02132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -900.00	Purchase additional books
July 2013	134	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 600.00	Character Education books
July 2013	134	02132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -600.00	Character Education books
August 2013	123	01111008	5611 INSTRUCTIONAL SUPPLIES	\$ -2,098.00	FOR 3D PRINTER
August 2013	123	01142219	5730 EQUIPMENT - NEW	\$ 2,098.00	FOR 3D PRINTER
September 2013	15	02111008	5611 INSTRUCTIONAL SUPPLIES	\$ -2,820.00	3D PRINTER
September 2013	15	02111008	5730 EQUIPMENT - NEW	\$ 2,820.00	3D PRINTER
September 2013	44	02132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -600.00	TO PURCHASE BOOKS
September 2013	44	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 600.00	TO PURCHASE BOOKS
September 2013	46	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 900.00	PURCHASE AUTHOR BOOKS
September 2013	46	02132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -900.00	PURCHASE AUTHOR BOOKS
September 2013	57	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ -1,144.00	5 laptops BOE SEPT
September 2013	57	03132120	5590 OTHER PURCHASED SERVICES	\$ -1,000.00	5 laptops BOE SEPT
September 2013	57	03132400	5550 COMMUNICATIONS: TEL,POST,ETC.	\$ -328.00	5 laptops BOE SEPT
September 2013	84	03142600	5715 IMPROVEMENTS TO BUILDINGS	\$ -2,682.00	Adobe site license
September 2013	84	05142350	5690 OTHER SUPPLIES	\$ 2,682.00	Adobe site license
September 2013	110	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ -2,152.00	purchase scantron scanner
September 2013	110	05142350	5730 EQUIPMENT - NEW	\$ 2,152.00	purchase scantron scanner
September 2013	111	03111015	5611 INSTRUCTIONAL SUPPLIES	\$ -1,092.00	STEM supplies for Orange
September 2013	111	03111015	5611 INSTRUCTIONAL SUPPLIES	\$ -1,092.00	STEM supplies for Bethany
September 2013	111	03111015	5810 DUES & FEES	\$ -150.00	STEM for Bethany
September 2013	111	03111015	5810 DUES & FEES	\$ -150.00	STEM for Orange
September 2013	111	02111015	5611 INSTRUCTIONAL SUPPLIES	\$ 1,092.00	STEM supplies
September 2013	111	02111015	5810 DUES & FEES	\$ 150.00	STEM supplies
September 2013	111	01111015	5611 INSTRUCTIONAL SUPPLIES	\$ 1,092.00	STEM supplies
September 2013	111	01111015	5810 DUES & FEES	\$ 150.00	STEM supplies
September 2013	146	03132220	5611 INSTRUCTIONAL SUPPLIES	\$ -1,500.00	to purchase database
September 2013	146	03132220	5690 OTHER SUPPLIES	\$ 1,500.00	to purchase database
September 2013	163	02132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 900.00	Reverse Dup #46
September 2013	163	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -900.00	Reverse Dup #46
October 2013	87	02132120	5590 OTHER PURCHASED SERVICES	\$ 255.00	TO PURCHASE AWARD CERTIFICATES
October 2013	87	02132120	5690 OTHER SUPPLIES	\$ -255.00	TO PURCHASE AWARD CERTIFICATES
October 2013	118	03111010	5730 EQUIPMENT - NEW	\$ 500.00	New Drum Set for Strings Progr
October 2013	118	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ -500.00	New Drum Set for Strings Progr
October 2013	173	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -2,440.00	MOODLE ON LINE ASSESSING
October 2013	173	05142350	5690 OTHER SUPPLIES	\$ 2,440.00	MOODLE ON LINE ASSESSING
October 2013	174	03111006	5611 INSTRUCTIONAL SUPPLIES	\$ -140.00	reimbursement/conference fee
October 2013	174	03111006	5810 DUES & FEES	\$ 140.00	reimbursement/conference fee
November 2013	44	03111001	5731 EQUIPMENT - REPLACEMENT	\$ 1,150.00	tranfer funds - replace print
November 2013	44	03111001	5611 INSTRUCTIONAL SUPPLIES	\$ -1,150.00	tranfer funds - replace print
December 2013	23	03132120	5590 OTHER PURCHASED SERVICES	\$ 70.00	ACT
December 2013	23	03132120	5611 INSTRUCTIONAL SUPPLIES	\$ -70.00	ACT
December 2013	74	03142600	5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ -500.00	MODEM REPLACEMENT

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
December 2013	74	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 500.00 MODEM REPLACEMENT
December 2013	118	05142350	5730	EQUIPMENT - NEW	\$ 350.00 Auditorium sound system
December 2013	118	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -350.00 Auditorium sound system
January 2014	14	04132190	5611	INSTRUCTIONAL SUPPLIES	\$ 280.00 UNIFIED THEATRE MATERIALS
January 2014	14	04132190	5730	EQUIPMENT - NEW	\$ -280.00 UNIFIED THEATRE MATERIALS
January 2014	74	03142700	5510	PUPIL TRANSPORTATION	\$ 500.00 buses for music recruitment
January 2014	74	03142700	5510	PUPIL TRANSPORTATION	\$ 500.00 buses for music recruitment
January 2014	74	03142219	5611	INSTRUCTIONAL SUPPLIES	\$ -500.00 buses for music recruitment
January 2014	74	03132400	5590	OTHER PURCHASED SERVICES	\$ -500.00 buses for music recruitment
January 2014	93	02132130	5810	DUES & FEES	\$ -100.00 PURCHASE MEDICA SUPPLIES
January 2014	93	02132130	5690	OTHER SUPPLIES	\$ 100.00 PURCHASE MEDICA SUPPLIES
January 2014	107	05142350	5580	STAFF TRAVEL	\$ -2,000.00 transfer powerschool conferenc
January 2014	107	05142350	5581	TRAVEL - CONFERENCES	\$ 2,000.00 transfer powerschool conferenc
January 2014	112	01132220	5611	INSTRUCTIONAL SUPPLIES	\$ 835.00 Book Carts & supplies needed
January 2014	112	01132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -835.00 Book Carts & supplies needed
January 2014	129	03132220	5690	OTHER SUPPLIES	\$ 2,500.00 Video switch for broadcasting
January 2014	129	03132220	5731	EQUIPMENT - REPLACEMENT	\$ -2,500.00 Video switch for broadcasting
January 2014	160	03132400	5590	OTHER PURCHASED SERVICES	\$ -399.00 iPad 2 Ali Grasson
January 2014	160	05142350	5730	EQUIPMENT - NEW	\$ 399.00 iPad 2 Ali Grasson
January 2014	161	03142219	5611	INSTRUCTIONAL SUPPLIES	\$ -466.00 Powerschool University
January 2014	161	01132400	5581	TRAVEL - CONFERENCES	\$ 466.00 Powerschool University
February 2014	3	01132400	5581	TRAVEL - CONFERENCES	\$ 233.00 CONFERENCE - THAYER
February 2014	3	02132400	5581	TRAVEL - CONFERENCES	\$ -233.00 CONFERENCE - THAYER
February 2014	4	02132130	5690	OTHER SUPPLIES	\$ 260.00 MEDICAL SUPPLIES
February 2014	4	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -260.00 MEDICAL SUPPLIES
February 2014	21	02132400	5581	TRAVEL - CONFERENCES	\$ -550.00 CONFERENCE FOR THAYER
February 2014	21	01132400	5581	TRAVEL - CONFERENCES	\$ 550.00 CONFERENCE FOR THAYER
February 2014	77	01111009	5810	DUES & FEES	\$ 62.00 CONFERENCE FEE
February 2014	77	01111009	5611	INSTRUCTIONAL SUPPLIES	\$ -62.00 CONFERENCE FEE
February 2014	79	01111001	5611	INSTRUCTIONAL SUPPLIES	\$ -45.00 CONFERENCE FEE
February 2014	79	01111001	5810	DUES & FEES	\$ 45.00 CONFERENCE FEE
February 2014	85	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -10.00 SHIPPING CHARGES
February 2014	85	02111007	5611	INSTRUCTIONAL SUPPLIES	\$ 10.00 SHIPPING CHARGES
February 2014	86	02111001	5810	DUES & FEES	\$ 45.00 CONFERENCE REG. FEE
February 2014	86	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -45.00 CONFERENCE REG. FEE
February 2014	110	01132130	5690	OTHER SUPPLIES	\$ -29.00 CONFERENCE FEE
February 2014	110	01132130	5810	DUES & FEES	\$ 29.00 CONFERENCE FEE

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

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



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

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

To: Charles S. Dumais, Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Budget Transfers of \$3,000 or More for Fiscal Year 2013-2014  
Date: February 25, 2014

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

## **OPEB Trust and Self-Insurance Reserve Fund:**

The 'implicit rate subsidy' has historically been budgeted in the OPEB Trust account. We have learned the 'implicit rate subsidy' should be included in the Medical and Dental Insurance account under a self-insured plan. The 2013-2014 budget was developed under the fully-insured method. We need to transfer **\$362,172** into the Medical and Dental Insurance account.

**#1 – Move to make the following budget transfer of \$362,172 to the Self-Insurance Reserve Fund:**

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5860	OPEB Trust	\$362,172	
05-15-2512-5255	Medical & Dental Insurance		\$362,172

## **Special Education:**

A budget transfer is needed to pay special education expenditures.

**#2 – Move to make the following budget transfer of \$25,000 to pay special education expenses:**

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6111-5560	Tuition Expense	\$25,000	
04-12-6130-5560	Tuition Expense		\$25,000

**Snow Removing and Sanding:**

Snow removal and sanding expenditures through February 24, 2014 were \$68,425. The budget is \$47,000. The forecast assumes an additional expenditure of \$15,000, or an unfavorable variance of \$36,425 UNF. We are requesting a budget transfer to pay for bills incurred to-date, which are over the budget.

Due to the successful over seeding, fertilizing, and aerating of Stadium Field and the really wet spring, the field is in great shape and the re-sodding was not necessary (\$15,000 FAV). Also, the pricing for painting the lines on the track was lower than the budget (\$2,500 FAV). Some of these available funds were used to pay for air quality testing and dehumidifiers for Orange Middle School (\$10,767 UNF). In addition, the pricing for the replacement of Siemens MBC panels was under budget (\$3,236 FAV). I recommend the remaining savings be used to pay for snow removal and sanding expenditures.

A separate budget transfer request will be needed from the Contingency Account.

***#3 – Move to make the following budget transfer of \$9,969 to pay for snow removal and sanding:***

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
05-14-2600-5720	Improvements to Sites	\$6,733	
03-14-2600-5731	Equipment - Replacement	\$3,236	
03-14-2600-5420	Repairs, Maintenance & Cleaning		\$9,969



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

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



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

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

To: Charles S. Dumais, Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: New Funding Requests for Fiscal Year  
Date: February 25, 2014

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

**Snow Removing and Sanding:**

Snow removal and sanding expenditures through February 24, 2014 were \$68,425. The budget is \$47,000. The forecast assumes an additional expenditure of \$15,000, or an unfavorable variance of \$36,425 UNF. We are requesting a budget transfer to pay for bills incurred to-date, which are over the budget.

***#1 – Move to make the following budget transfer of \$11,456 to pay for snow removal and sanding:***

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency Account	\$11,456	
03-14-2600-5420	Repairs, Maintenance & Cleaning		\$11,456

**CONTINGENCY ACCOUNT RECAP**

Budget		\$150,000
October:	Orange Middle School HVAC Evaluation	\$ 12,000
December:	Orange Middle School Hot Water Heater	\$ 12,899
February:	New Servers	<u>\$ 7,648</u>
Subtotal		\$117,453
<b><i>March:</i></b>	<b><i>Snow Removal and Sanding</i></b>	<b><u>\$ 11,456</u></b>
<b><i>Balance</i></b>		<b><i>\$105,997</i></b>

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

Finance Committee	2/11/14
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## MINUTES

**COMMITTEE MEMBERS PRESENT:** John Grabowski, John A. Grasso, Jr., James Horwitz, Joseph Nuzzo, James Stirling

**COMMITTEE MEMBERS ABSENT:** Matthew Giglietti

**Also Present:** Sue Cohen, Thomas Hurley, James Leahy, Jack Levine, Marianne Lippard, Terry Lumas, Marie McPadden, Michael Nast

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A meeting of the Finance Committee of the Amity Regional Board of Education was held on Tuesday, February 11, 2014, at 5:30 p.m. in the media center at Amity Middle School in Orange.

**1. Call to Order:** James Stirling called the meeting to order at 5:33 p.m.

Mr. Stirling announced that this will be Mr. Nast's last meeting as interim superintendent. Mr. Nuzzo thanked Mr. Nast for doing a great job. Mr. Nast said that he has thoroughly enjoyed his time at Amity.

Mr. Stirling asked for any final thoughts from Mr. Nast on the financial situation at Amity.

Mr. Nast said that working in the District twice before provided a unique opportunity to witness the change that has taken place. The turnaround he has witnessed in the area of finance since his first time at Amity about 11 years ago has been impressive. At this time, he does have concerns about the cost of health insurance. Although everyone doesn't always agree, we are respectful of different viewpoints. He has seen tremendous change in the District. He would look forward to returning based on this experience.

**2. Discussion and Possible Action on Minutes**

Finance Committee Meeting – January 13, 2014

*Motion to approve the minutes as presented (Mr. Horwitz, 2d Mr. Nuzzo).*

*Vote in favor unanimous.*

*Motion passed.*

**3. Public Comment**

James Leahy of Orange, vice chairman of the Orange Board of Finance, questioned whether there has been any change to the January budget forecast. Mr. Nast noted that there has been no change to the percentage increase for the proposed budget. Mr. Leahy said that there was a budget surplus last year. He said that by his calculation, the anticipated increase would be 4.25 percent, and not the 3.10 percent that was presented in January.

**4. Update on Budget Issues**

Mr. Nast noted that he has concerns about the number of insurance claims. The information is presented on pages 3 and 4 of the report the Committee was given. The District is currently significantly over budget. The monthly forecast predicts actual claims will exceed the budget by approximately \$740,000. Actual claims have exceeded the budget by \$339,083 through January 2014. The forecasted potential reserve balance on June 30, 2014 is minus \$428,000. Recommended actions are transferring the OPEB Trust budget of \$528,939 to the Self-Insurance Reserve Fund. If funds are available, \$400,000 (or more if possible) of the year-end surplus could be transferred to the Self-Insurance Reserve Fund.

Mr. Nast said that the financial picture could change. We can only base these decisions on what we know today. The actuals of claims are what they are. We have stop loss insurance.

Mr. Levine said that he is very concerned about this situation. He noted that Mr. Nast's February 7, 2014 memo to the Committee and the Amity Board of Education details the current needs. We did have a review by insurance consultants. The claims are up significantly and there are greater costs involved.

Mr. Horwitz questioned the disadvantages of making the transfer and what the alternatives are.

Mr. Levine said that the District has funded significantly more for the OPEB Trust than other districts. Some districts haven't even set up a trust and this District was the first to set up an OPEB Trust. Interest rates are low now. There are limited alternatives as there isn't sufficient money in the reserve account. If the District uses this money, the OPEB Trust will have not been provided additional funding for two years.

Mr. Horwitz questioned whether this decision can wait.

Mr. Nast said that this decision can be made in one month, and, possibly, the decision can wait two months.

Mr. Stirling said that once the money is in the OPEB Trust, it can't be removed. If there is a large claim, a decision might need to be made sooner. A special meeting might be needed.

The February 7, 2014 memo also discusses other budget issues, including technology upgrades. Technology will be addressed later on the agenda.

Mr. Nast noted that our energy engineers are working with United Illuminating to explore remedies to the mold situation at the middle school in Orange. More information will be forthcoming. Mr. Dumais is aware of everything that is happening with respect to this.

Mr. Levine said that he is hoping for incentives. A vote is not required tonight.

Another situation addressed in the memo concerns special education. There is a possibility that two students will need to be placed out-of-district. These two students' programs are being closely monitored and may change from the initial budget request. There is also a third student coming into the District next year. The student's current district is placing the student in an out-of-district placement before the end of this school year. The estimated cost is \$246,500 for tuition and \$71,400 for transportation for all three students.

It was noted that Chartwells saw a \$92,000 profit last year.

**5. Information on 2014-2015 Budget Calendar**

Mr. Levine noted that this information isn't included in the information packet that the Committee has. The dates have not been set as there will be input from the new superintendent. This topic will be addressed at the Committee meeting in March.

**6. Discussion and Possible Action on Contracts of \$35,000 or More**

**A. Food Service Operations**

In a memo to Mr. Nast dated January 30, 2014, Mr. Levine recommends extending a one-year contract with Chartwells for the food service operations. Mr. Levine noted that we are in the fifth and last year of our contract with Chartwells. We bid the food service operations and Chartwells was the only bidder. ARAMARK and Sodexo did not submit a bid.

Mr. Levine noted that the proposal by Chartwells was an excellent one, guaranteeing the District a \$19,744 profit in the first year of the contract and no increase in Type A lunches. The overall increase in a la carte prices was approximately five percent, subject to the approval of Mr. Levine. The proposal also included renovation of the snack room, digital signage and self-service equipment at the High School and self-service salad bar at each middle school. Chartwells will invest \$80,000 to make these improvements, if the District agrees. The interest-free amortization schedule will impact the food service operations financial budget by \$13,000 each year.

*Motion to recommend the Amity Board of Education authorize the Director of Finance and Administration to sign a contract with Chartwells for a one-year contract from July 1, 2014 to June 30, 2015, with the option, at the Board's sole*

*discretion, to extend the contract for up to four additional years (Mr. Grasso, 2d Mr. Grabowski).*

*Vote in favor unanimous.*

*Motion passed.*

**B. Technology Server Upgrade and Consolidation**

In a memo from Mr. Levine to Mr. Nast dated January 30, 2014, the need for a technology server upgrade and consolidation is addressed. Consolidated Computer, Inc. has provided a quote for the server upgrade and consolidation. This is the same company that is upgrading the District's technology infrastructure. The total costs for the equipment, software, installation, configuration and training services, and five years of support services is \$137,466.23. This includes a discount of \$4,500 on the trade-in of three of the newest servers. The pricing is from a consortium under the Federal Government Services Administration so no bid is required. We obtained pricing on a five-year lease/purchase agreement with a \$1 buyout. The implicit interest rate is 4.6 percent.

Mr. DeRosa said that we currently have 10 to 12 year servers in operation. The new system would employ two servers. Backups could be done every five minutes.

Mr. Grasso asked if any new technology purchases would be needed related to the upgrade and consolidation.

Mr. DeRosa said that this would bring the system up-to-date. This was a glaring need.

*Move to recommend awarding the server upgrade and consolidation bid to Consolidated Computers, Inc. of Easton, Connecticut based on prices from a consortium under the Federal Government Services Administration. The Director of Finance and Administration is authorized to sign a lease/purchase proposal with Vantage Financial. The lease charge schedule shall be: April 1, 2014 - \$7,648 – 1 quarter; July 1, 2014 - \$30,028/year; July 1, 2015 - \$30,028/year; July 1, 2016 – \$30,028/year; July 1, 2017 - \$30,028/year; and July 1, 2018 - \$22,380 (Mr. Nuzzo, 2d Mr. Horwitz).*

*Discussion:* Mr. Stirling questioned whether there would be additional labor costs. Mr. DeRosa said that there would not be additional labor costs once the initial work is completed.

*Vote in favor unanimous.*

*Motion passed.*

**7. Discussion of Monthly Financial Statements**

Mr. Levine noted that at this point, he is hoping to contain costs within the snow removal budget, but there are snowstorms expected

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

There were no questions.

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

The monthly forecast predicts actual insurance claims will exceed the budget by approximately \$740,000 by year end. Actual claims have exceeded the budget by \$339,083 through January 2014. The potential reserve balance on June 30, 2014 is minus \$428,000. This requested transfer will provide funds to offset the projected deficit in the Self-Insurance Reserve Fund.

*Move to make the following budget transfer of \$528,939 to the Self-Insurance Reserve Fund (Mr. Nuzzo, 2d Mr. Horwitz):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5860	OPEB Trust	\$528,939	
05-15-2512-5255	Medical & Dental Ins.		\$528,939

*Discussion:*

Mr. Stirling noted that there appears to be little choice at this point. There is generally one year in five when you wish you were not self-funded. This transfer will likely be necessary to pay the bills.

Mr. Horwitz said that we have an obligation to the OPEB Trust and for the insurance. We might need a special meeting to make this decision.

Mr. Levine said that at this point, it is hard to know when the money needs to be in the account.

Mr. Nuzzo said that this is a matter of being proactive and not reactive.

Mr. Grabowski agreed.

Mr. Grasso asked if the Committee could wait a month.

Mr. Levine said that he believes so.

Mr. Stirling said that the Committee seems to have a split decision on moving this money.

Mr. Horwitz said that he would consider moving a smaller amount.



*Vote in favor:* none

*Vote opposed:* John Grasso, Jr., James Horwitz

*Abstain:* John Grabowski, Joseph Nuzzo

*Motion failed.*

Mr. Horwitz asked Mr. Levine if he feels the entire \$528,939 will be needed. Mr. Levine said that he does, however, this can be brought up again next month.

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

In a memo from Mr. Levine to Mr. Nast dated January 30, 2014, the need for a technology server upgrade and consolidation is addressed. The current server situation is comprised of thirteen servers ranging in age from eight to ten years old, with another three servers approximately three years old. The industry standard for server lifespan is approximately five to six years. The current servers are not only outdated, but also inadequate for our current District needs. Our current data backup is done using outdated physical tape drives that are not only unreliable, but due to the age of technology, expensive to maintain. We currently spend \$5,469 per year just on blank tape media. That cost is going to keep rising as the technology fades further into obscurity. Our disaster recovery plan is tenuous at best and has deteriorated over time along with the servers. These servers currently house our email exchange services, file storage for staff and student, MUNIS TCM, Chartwells, teacher web pages, terminal services, SNAP healthcare software and additional services and files.

The proposed solution would consolidate all servers into two physical servers. These two physical servers would then house virtual servers that would replace the functions of all of our current machines. These two new servers would not only share the load, they would be redundant systems and located in separate campuses. This would allow the failure of one without the disruption of a single service while we make any necessary repairs or replacements. VMWare would be used to manage all servers from a single console and allow load balancing to improve performance across the network. In addition, we would be replacing the outdated tape backup system with dedicated digital solution. Current restore times would be reduced from hours to minutes. All systems would be set up to eliminate any single point of failure, which would translate to 100 percent uptime in the event of hardware or software failure. The entire architecture of the servers and backup systems would employ current best practices. The elimination of the cost of backup tapes from the budget will offset the costs of the new backup service plan. There are also additional benefits such as a reduction in energy and cooling costs associated with eliminating fifteen servers.

Consolidated Computer, Inc. has provided a quote for the server upgrade and consolidation. The total costs for the equipment, software, installation, configuration and training services, and five years of support services is \$137,466.23.

Lease Charge Schedule:

April 1, 2014	\$7,648 – 1 quarter
July 1, 2014	\$30,028/year
July 1, 2015	\$30,028/year
July 1, 2016	\$30,028/year
July 1, 2017	\$30,028/year
July 1, 2018	\$22,380 – 3 quarters

*Move to recommend making the following budget transfer of \$7,648 to pay the first payment of a five-year lease/purchase agreement with a \$1 buyout in April 2014 (Mr. Nuzzo, 2d Mr. Grasso):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5850	Contingency Account	\$7,648	
05-14-2350-5731	Equipment – Replacement		\$7,648

*Vote in favor unanimous.*

*Motion passed.*

**11. Discussion of Timeline in Selection of Auditing Firm**

Mr. Levine said that he will be receiving bids from auditing firms. This Committee will select a firm. Mr. Stirling asked for volunteers to help in the selection process. He said that he will contact Committee members by phone to help in the selection of an auditing firm.

**12. Information on Fourth Quarter 2013 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust**

It was noted that the District had a good fourth quarter.

**13. Adjourn**

*Motion to adjourn the meeting at 6:30 p.m. (Mr. Grabowski, 2d Mr. Nuzzo).*

*Vote in favor unanimous.*

*Motion passed; meeting adjourned.*

Respectfully submitted,  
Marianne Lippard, recording clerk