

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

Michael R. Nast

Interim Superintendent of Schools

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AMITY REGIONAL BOARD OF EDUCATION


September 9, 2013

A regular meeting of the Amity Regional Board of Education will be held on Monday, September 9, 2013, at 6:30 p.m., in the Presentation Room at the District Offices.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Regular BOE Meeting, August 12, 2013 (Enclosure)
4. Public Comment
5. Student Report
6. Report on 2013 CMT/CAPT Results (Enclosure)
7. Facilities Update
8. Superintendent's Report
 - a. Personnel Report (Enclosure)
 - b. Announcements and Correspondence from the Board and Administration
 1. CABA/CAPSS Annual Convention Invitation
 2. Information on Opening of School
 - c. Other
9. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABA
 3. Curriculum
 4. Facilities
 5. Finance
 - a. Discussion of Proposed 2014-2015 Budget Calendar
 - b. Presentation of Annual Report on Reserve Fund for Capital and Nonrecurring Expenditures Fund

- 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
- 6. Policy
- 7. Personnel
- 10. Consideration and Possible Appointment of Cooperative Educational Services as Search Consultant to Board of Education
- 11. Items for the Next Agenda
- 12. Adjournment


Michael R. Nast
Interim Superintendent of Schools

MRN/kfw
pc: Town Clerks: Bethany
Orange
Woodbridge

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

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

MINUTES

AMITY BOARD MEMBERS PRESENT: Julie Altman, William Blake, Diane Crocco, John A. Grasso, Jr., Rita Gedansky, Thomas Hurley, James Stirling, Tracey Lane Russo

AMITY BOARD MEMBERS ABSENT: Christopher Browe, Patricia Cardozo, Sue Cohen, Steven DeMaio, James Horwitz

Staff Members Present: Charles Britton, Sal Coppola, Richard Dellinger, Kathleen Fuller Cutler, Kevin Keller, Jack Levine, Marianne Lippard, Paul Mengold, Michael Nast, Mary Raiola

Also Present: Stanley Gedansky, coaches, members of the 2013 baseball team and their families; other members of the Public

A regular meeting of the Amity Regional Board of Education was held on Monday, August 12, 2013 at 6:30 p.m. in the cafeteria of Amity Regional High School.

1. **Call to Order:** William Blake called the meeting to order at 6:39 p.m.
2. **Pledge of Allegiance** was recited by those present.

3. **Recognition of Coaches and Players of the 2013 Class LL State Championship Baseball Team**

Mr. Mengold welcomed the coaches and players responsible for the 2013 Class LL State Championship. He noted that the coaches served as outstanding role models to help the players reach their maximum potential. This team was ranked #1 in a preseason poll, which for a lot of teams can seem more like a jinx. This team had a strong bond.

He invited Dr. Britton and Coach Sal Copolla to join him at the podium to help introduce the team members and hand out plaques. Mr. Mengold thanked the Board for the support and being able to present these plaques tonight. He also thanked Dr. Britton for his support. He presented Mr. Coppola, an alumnus of the program, with a plaque, noting that the coach brought what he learned back to Amity. This is Mr. Coppola's third State Championship. Mr. Coppola introduced his assistant coaches and each player, who he added are both great students and athletes.

Assistant coaches Jeff Rotteck, Brian LaRochelle, Brendan Moss, Ken Spitzbard, and Eric Mills were recognized, along with team managers Mike Clark, Mike Tavolacci, and Tim Brown. Players awarded plaques included Kyle Mattei, Mike Appel, Devin Belenski, Mike Antonellis, Zach Chamberlain, Gerald Farace, Keith

Klebar, Mike Concato, Justin Ashworth, Nick Ceneri, Sean Beaulieu, Chris Katz, Josh Sabitsky, Nick Fusco, Sebastian DiMauro, Chris Cimmino, Matt Ronai, Ross Weiner, Max Ritchie, Sam Nepiarsky, Dane Simone, Mark Kehlenbach, Anthony Capozziello, Jake Russo, and R.J. Moque.

Mr. Nast said that he talked to Dr. Brady prior to tonight's meeting and he also wanted to pass along his good thoughts and congratulations, and he and Dr. Brady wanted to thank the parents for supporting these players.

The Board took a break from 6:55 p.m. until 7:01 p.m.

4. Approval of Minutes

a. Regular BOE Meeting, June 10, 2013

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

Vote in favor: Julie Altman, Diane Crocco, John A. Grasso, Jr., Rita

Gedansky, James Stirling, Tracey Lane Russo

Vote opposed: none

Abstain: Thomas Hurley

Motion passed.

b. Special BOE Meeting, June 18, 2013

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

Vote in favor: Diane Crocco, Rita Gedansky, James Stirling

Vote opposed: none

Abstain: Julie Altman, John A. Grasso, Jr., Thomas Hurley, Tracey Lane Russo

Motion passed.

5. Public Comment

No members of the public addressed the Board.

6. Superintendent's Report

a. Personnel Report

Mr. Nast thanked the Board for having him as part of the team here at Amity. He noted that a new District Technology Coordinator has been hired. He is an Amity graduate. Mr. Nast noted that the rest of the information is contained in the Personnel Report contained in the information packet distributed to the Board.

b. Announcements and Correspondence from the Board and Administration

Mr. Blake welcomed Mr. Nast and noted that this is the third time he has worked for the District and he did a great job while he was here previously.

c. Discussion and Possible Action Regarding the Amity Region No. 5 Evaluation Plan

Mr. Blake noted that a copy of the evaluation plan is enclosed in the Board of Education packet. Mr. Nast said that action is needed to accept the plan. Mr. Nast noted that he is excited to go forward with the next step.

Motion to accept the plan (Mr. Hurley, 2d Ms. Gedansky).

Discussion: Mr. Stirling questioned how the District can accomplish completing the evaluations.

Mr. Nast said that it is a challenge. Administrators are attending eight days of training.

Dr. Dellinger said that he is halfway through the eight-day training and there have been discussions about streamlining the administrative functions. We are looking at ways to streamline processes to make them as efficient as we can. Dr. Dellinger noted that the High School will have more of a challenge in getting this done.

Mr. Nast said that the administration is also looking at what other districts are doing. A plan is being developed and it will be provided for the next Board meeting.

Vote in favor unanimous.

Motion passed.

Mr. Blake said that he appreciates the spirit of collegiality and the Board appreciates the hard work.

d. Other

Mr. Nast said that he would like to thank everyone who has been exceptionally helpful and welcoming during his first six weeks back at Amity.

Mr. Nast noted that the District is applying for a grant. Much work has been done and he would like to get the Board's approval to move forward with this grant.

Lisa Lassen, the District Technology Facilitator, is working to get a grant to get the network and devices ready for the federal Common Core testing. There is much left to do to prepare. The grant proposal needs to be submitted by Friday.

Motion to move forward with grant (Mr. Hurley, 2d Ms. Crocco).

Mr. Nast explained that the reason for the short notice was that this was just presented to him this morning.

Vote in favor unanimous.

Motion passed.

Mr. Nast said that information about standardized tests has just been received and principals are digesting this information. This information will be presented at the September Board meeting.

Regarding the alumni survey, the administration expects to recommend a consultant by the spring.

He hasn't done much yet with the enrollment analysis.

Mr. Nast invited the Board to a breakfast on August 29th in the cafeteria at Amity High School.

Mr. Nast said that he doesn't intend to add any new initiatives to the goals. We are looking at what is happening in the classroom and how we can make it better. He expects to recommend a delayed opening at the High School for a meeting with teachers. The timing is better for teachers and high school students will get the chance to sleep in. The schedule for the day would be similar to a weather-related delay. The students return on Tuesday, September 3, 2013.

7. Acceptance of Gift

Michael Leibowitz has offered to donate some shelving and the Cable Advisory Council Area 2 has offered to donate a gift to support the school's channel.

Mr. Blake said that he has heard that the shelving being donated will fit right in with our needs.

Motion to accept Mr. Leibowitz' gift (Mr. Hurley, 2d Mr. Stirling).

Vote in favor unanimous.

Motion passed.

Motion to accept gift from the Cable Advisory Council Area 2 (Mr. Hurley, 2d Ms. Crocco).

Vote in favor unanimous.

Motion passed.

Mr. Blake extended gratitude to Mr. Leibowitz and the Cable Advisory Council Area 2 for their generosity.

8. Chairman's Report

a. Committee Reports

1. ACES – There was no report.
2. CABLE – Mr. Stirling invited the Board to make time to go to CABLE meetings to meet other superintendents and board members who have been through the search process, and possibly even meet potential candidates for the superintendent's position. The meetings are also helpful for learning more about implementation of the Common Core.
3. Curriculum - Ms. Altman noted that the Curriculum Committee had a meeting on July 17th and some textbooks were approved. The Committee also responded to a parent complaint. The minutes from this meeting are available.

Ms. Russo asked how the complaint was resolved. Ms. Altman said that the complaint was reviewed thoroughly and reports from Dr. Britton and Dr. McPadden were addressed. The parent involved had an opportunity to

speaking further. The Committee agreed to continue to with the instruction that has been in place for several years and the film in question will continue to be used. The Committee was in unanimous agreement. Ms. Russo said that although she wasn't at the meeting, she supports the decision.

4. Facilities – Mr. Blake noted that there was a meeting of the Facilities Committee and information about that meeting will be discussed under the topic of Finance.
5. Finance

- a. Amendment to May 21, 2013 Resolution Approving Submission of Artificial Turf Appropriation and Borrowing Authorization to Referendum

Mr. Nast noted that state statute requires that the referendum be held for a longer period of time than previously decided. The voting time approved previously for the September 24, 2013 referendum must be changed. According to Connecticut General Statute, 10-47c, the voting time must be from 6:00 a.m. to 8:00 p.m. The Amity Board of Education had voted to hold the vote from 12:00 p.m. to 8:00 p.m. Mr. Stirling noted that the Amity Finance Committee considered this earlier this evening and voted unanimously to change the time.

RESOLVED, that the resolution adopted by the Board of Education on May 21, 2013 regarding the submission to referendum of the appropriation and bond and temporary note authorization for the artificial turf field in the towns comprising Regional School District Number 5 be amended to provide that such referendum be held between the hours of 6:00 A.M. and 8:00 P.M. (Mr. Hurley, 2d Ms. Russo).

Vote in favor unanimous.

Motion passed.

- b. Responses to Questions from Prior Meeting

Information in response to questions from a previous meeting is detailed in a memo dated July 12, 2013 from Mr. Levine to Mr. Nast. Ms. Russo said that she raised questions about the snow removal, ice control and sanding services and appreciated the information provided in the memo.

- c. Discussion and Possible Action Regarding Vanguard Short-Term Inflation-Protected Securities Index Fund

Mr. Blake noted that this involves changing part of the investment structure, which the Board is responsible for. Mr. Levine said that this change takes away part of the risk. The Amity Finance Committee felt that this was a good idea.

Mr. Stirling said that he was impressed that this was brought to our attention to protect our investments.

Motion to replace TIPS Fund with Short-Term TIPS Fund (Mr. Stirling, 2d Ms. Gedansky).

Vote in favor: Julie Altman, Diane Crocco, John A. Grasso, Jr., Rita Gedansky, James Stirling, Tracey Lane Russo

Vote opposed: none

Abstain: Thomas Hurley

Motion passed.

d. Discussion and Possible Action on Contracts of \$35,000 or More
Air Handler Replacement

Mr. Levine noted that Ms. Lumas and the finance staff are very close to closing the books. Mr. Saisa has reported that the air handler that serves the District Offices has failed and is beyond its useful life. On June 24, 2013, the blower motor housing and supports failed and caused significant damage to the unit. The unit provides all tempered fresh air to this space. This particular unit had been in the five-year capital improvement forecast for replacement during the summer of 2013, but was pushed out a year to limit the budget impact for 2013-2014 in hopes it would last another year. It did not. The air handler was working at 100% each day during the heat wave and essentially came apart. The welds that hold the blower motor assembly together failed and the blower motor flew off of its mounting. Our maintenance staff was able to cobble it together with fine ingenuity, but it will not last and needs to be replaced before the winter hits. If it fails during winter months, we run the risk of freezing up the building as warm air will not be able to be distributed to keep the sprinkler and domestic water pipes from freezing.

Mr. Levine asked vanZelm to help with an “educated” budget price to facilitate the replacement of the unit. The cost including all of the engineering, bid specification preparation, construction, and construction supervision is \$177,494. VanZelm prepared the cost estimate free of charge. The engineering and structural analysis needed to design the project will commence immediately if funding is approved for this project. Mr. Levine recommends we move forward with the replacement of the air handler for the District Office complex so the installation can take place mid-fall, prior to the cold weather season.

Mr. Levine noted that year-end funds will likely be available. Leftover funds are available from special education and salaries, and FEMA funds can go toward this expense. If the estimate is beyond what will be used, money can be re-designated to the towns at a later date.

The air handler has been pushed past its limit. The office had to be closed during the recent hot weather. If pipes start freezing, there will be major problems. Mr. Levine noted that the District has finished the year with money leftover because less money was spent for special education than was budgeted. It was unclear how much FEMA money would be available and the budget was conservative. In order to move forward, some year-end funds would need to be moved to the Capital Reserve. If this can be put out to bid, we can get this done soon. There is approximately \$30,000 in contingency, if

all of the money isn't used, it can be returned to the towns. Mr. Levine recommended that the money come from year-end funds.

Move to transfer \$177,494 of the 2012-2013 available funds to the Reserve Fund for Capital and Nonrecurring Expenditures for the replacement of the air handler for the District Office complex (Mr. Hurley, 2d Ms. Gedansky).

Discussion:

Mr. Hurley asked for a review of the end-of-year financial picture. Mr. Levine discussed the projected figure, noting that approximately \$309,000 would go to the member towns.

Mr. Stirling noted that the Facilities Committee looked into what would happen if we didn't move forward with this project. The Facilities Committee voted unanimously in favor of this. The Finance Committee also voted in favor. It was the feeling that we shouldn't give back money only to take it back at a later time.

Ms. Russo questioned the bid process. Mr. Levine said that this can be put out to bid. Money needs to be set aside now. He believes the amount presented to the Board will be enough. He hopes that the bids will come in for less.

Mr. Nast said that it is hoped that this project can be completed in October.

Vote in favor unanimous.

Motion passed.

Ice Rink Rental

The District has a one-year license agreement with Bishop Rinks, LLC d/b/a The Rinks of Shelton to provide ice rental time for Amity's Girls' Hockey Team at \$250 per hour for practices and \$400 per hour for games. The estimated annual cost is \$25,000 to \$27,000. The Boys' Hockey Team uses the West Haven facilities, which does not have availability for the Girls' program. The 2013-2014 hourly rates at the West Haven facilities will be \$375 for practice and \$750 for games. The one-year license agreement needed to be signed in June 2013 in order to secure ice time for the upcoming season.

Mr. Levine noted that Athletic Director Paul Mengold would like to "lock-in" an agreement for five years. The hourly rate for practices would increase from \$250 in 2013-2014 to \$330 in 2017-2018; and the hourly rate for games would increase from \$400 in 2013-2014 to \$480 in 2017-2018. Mr. Levine would like authorization for a five-year agreement.

Mr. Stirling noted that the District is required to expand the Girls' Ice Hockey. This is a better deal than what is offered in West Haven.

Move to authorize the Director of Finance and Administration to sign a four-year license agreement commencing with the 2014-2015 ice season and ending with the 2017-2018 ice season, at the hourly ice rental rates for practices of \$270, \$290, \$310, \$330, respectively, and the hourly ice rental rates for games of \$420, \$440, \$460, \$480, respectively (Ms. Russo, 2d Mr. Grasso).

Discussion:

Mr. Levine said that Mr. Mengold was able to get ice time in Shelton for less than what we have been paying in West Haven. We would like to lock in the lower rates for five years.

Mr. Hurley questioned whether the money is needed ahead of this schedule. Mr. Levine said that it isn't.

Mr. Stirling questioned whether we have enough participants to justify a five-year contract. He asked what would happen if we lose the team in a couple of years due to reduced participation.

Mr. Levine said that there isn't anything in the contract that states that there is a minimum amount.

Ms. Russo questioned how the contract benefits the Shelton rink.

Mr. Levine said that the benefit is that the Shelton rink has locked in a definite user. There is nothing in the contract that states that Amity has to have a team.

Mr. Blake said that interest in this team has grown and we are happy about that.

Vote in favor unanimous.

Motion passed.

e. *Discussion of Monthly Financial Statements*

1. *Fiscal Year 2012-2013*

2. *Fiscal Year 2013-2014*

Mr. Levine noted that the claims for the self-insurance were very high in July. We're in our second year of self-insurance and we are going to see swings up and down. Currently, special education expenses are under budget, however, potential high cost situations exist.

Ms. Altman questioned the different rates of participation in the school lunch program between Orange and Bethany. Mr. Levine said that there

are opportunities to increase participation in Orange. Ms. Russo said that she believes the school lunches in the lower grades are to blame, as families aren't happy with the lunches and get used to sending lunch from home.

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

1. *Fiscal Year 2012-2013* – There was no discussion.
2. *Fiscal Year 2013-2014* – There was no discussion.

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

1. *Fiscal Year 2012-2013*
2. *Fiscal Year 2013-2014*

Mr. Levine said that when Rocco Palmieri left, the District had to hire a consulting firm to help. Mr. Levine requested a budget transfer of \$7,750. During the transition to fill the vacant District Technology Coordinator position, Dr. Brady authorized hiring TBNG Consulting of West Haven. During July, the firm spent 50.5 hours helping with PSIS reporting and network consulting. We plan to use this firm only periodically as needed. A budget transfer request for \$7,750 UNF has been made to pay TBNG Consulting for services rendered in July. The funding will come from the savings realized from the vacancy in the District Technology Coordinator position. Mr. Keller has been helping out a great deal, basically running the department. The consultants are no longer needed.

Move to make the following budget transfer to pay \$7,750 to TBNG Consulting of West Haven for technology consulting services (Ms. Russo, 2d Mr. Hurley).

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-14-2350-5112	Classified Salaries	\$7,750	
05-14-2310-5330	Other Prof. & Tech. Svcs.		\$7,750

Vote in favor unanimous.

Motion passed.

Mr. Blake thanked Mr. Keller for his efforts to help keep the department running effectively.

6. *Policy* – There was no discussion.
7. *Personnel* – There was no discussion.

9. Items for the Next Agenda

Mr. Blake noted that the next meeting is on Monday, September 9, 2013. He encouraged Board members to come to the breakfast on August 29th. He asked Board members with anything to add to the next agenda to contact him or Mr. Nast.

10. Adjournment

Motion to adjourn the meeting at 7:50 p.m. (Ms. Gedansky, 2d Ms. Crocco).

Motion passed; meeting adjourned.

Respectfully submitted,

Marianne Lippard, recording clerk
Rita Gedansky, secretary

References/Attachments:

Minutes: Regular Board of Education Meeting, June 10, 2013
Special Board of Education Meeting, June 18, 2013

Reports: Amity Regional School District No. 5, Budget Transfers 2012-2013
Amity Regional School District No. 5, Revenues and Expenditures for FY 2012-2013
Amity Regional School District No. 5, Revenues and Expenditures for FY 2013-2014
Amity Regional School District No. 5, Budget Transfers 2013-2014
Amity Regional School District No. 5, Year-to-Date Budget Report
Amity Regional School District No. 5 Executive Summary – Second Quarter 2013
Amity Regional School District No. 5 Year-to-Date Budget Report, 8/7/13

Memos: Jack B. Levine to Michael Nast (7/12/13) re: Responses to Questions from Prior Meeting
Jack B. Levine to Michael Nast (8/2/13) re: Budget Transfers of \$3,000 or More for Fiscal Year 2012-2013
Jack B. Levine to Michael Nast (7/16/13) re: Award of Contract of \$35,000 or More
Jack B. Levine to Michael Nast (7/23/13) re: Budget Transfers of \$3,000 or More for Fiscal Year 2013-2014
Jack B. Levine to Michael Nast (8/2/13) re: Amending Resolution for Artificial Turf Appropriation and Borrowing Authorization to Referendum
Mike Goss to Jack Levine (6/14/13) re: Vanguard Short-Term Inflation-Protected Securities Index Fund

Misc.: Vanguard, The Long and Short of TIPS

Board of Education Presentation

2013 CAPT/CMT Results

Dr. E. Marie McPadden
Director of Curriculum
& Staff Development
September 2013

CAPT Scores Comparison 2012-2013 By DRG

% At/Above Goal

Mathematics				
District	2012	District	2013	
Madison	83	Avon	86	
Avon	80.6	Region #5	81.2	
Simsbury	79.3	Region 15	81.2	
Farmington	77.8	Simsbury	80.1	
Guilford	77.7	Monroe	79.9	
Glastonbury	76.6	Glastonbury	78.9	
Region #5	76.2	Cheshire	78.8	
Granby	76.1	Guilford	78.1	
Newtown	75.6	Madison	78	
Brookfield	74.2	Granby	77.7	
Cheshire	72.3	Farmington	77.2	
Greenwich	70.9	Newtown	76.9	
Trumbull	70.7	Brookfield	76.1	
Fairfield	70.4	Trumbull	75	
Region 15	68.8	Fairfield	74.6	
South Windsor	66.3	Greenwich	72.5	
Monroe	64.9	South Windsor	69.6	
West Hartford	60.4	West Hartford	63.3	
New Fairfield	59.1	New Fairfield	63	

Reading Across the Disciplines				
District	2012	District	2013	
Madison	83.3	Madison	83.2	
Simsbury	82.1	Simsbury	82.7	
Region #5	81.5	Region #5	79.8	
Guilford	77.5	Farmington	74.5	
South Windsor	75.8	Guilford	74.5	
Fairfield	71.9	Avon	73.5	
Greenwich	70.8	Region 15	73.2	
Brookfield	70.1	Fairfield	72.7	
Avon	69.7	Brookfield	72.3	
Farmington	69.1	Greenwich	71.8	
Newtown	69.1	Monroe	71.2	
West Hartford	66.7	Trumbull	69.5	
Cheshire	65.4	Newtown	69.3	
Monroe	64.6	South Windsor	68.9	
Glastonbury	62.7	Glastonbury	68.1	
Trumbull	62.4	Cheshire	66.7	
Region 15	61.5	Granby	66.3	
Granby	60	West Hartford	65.2	
New Fairfield	55.3	New Fairfield	51.3	

CAPT Scores Comparison 2012-2013 By DRG

% At/Above Goal

Writing Across the Disciplines			
District	2012	District	2013
Madison	90.2	Monroe	89
Simsbury	89.2	Guilford	88.8
Trumbull	87.6	Avon	88.4
Brookfield	87.1	Simsbury	87.8
Avon	86.9	Region #5	87.7
Region #5	85.8	Trumbull	86.6
Guilford	85.5	Brookfield	86
Fairfield	85	Madison	85.6
Newtown	85	Farmington	85.1
Greenwich	84.2	Region 15	85.1
Farmington	83.9	Granby	83.1
South Windsor	83.9	Greenwich	82.9
Cheshire	83	South Windsor	82.8
Granby	81.6	Cheshire	82.2
Region 15	81.6	Fairfield	81.5
New Fairfield	80.9	Newtown	80.2
West Hartford	78.3	Glastonbury	77.9
Monroe	76.6	New Fairfield	77.6
Glastonbury	76.1	West Hartford	77.4

Science			
District	2012	District	2013
Guilford	82	Avon	82.6
Avon	76.3	Monroe	80.3
Simsbury	76.2	Granby	78.1
Region #5	75.9	Trumbull	77.5
Newtown	75.4	Region 15	76.9
Madison	74.2	Guilford	75.7
Granby	73.8	Region #5	75.6
Brookfield	73.2	Cheshire	75.6
Region 15	73.2	Glastonbury	74.4
Glastonbury	73.1	Newtown	72.9
Farmington	72.7	Simsbury	72.8
Fairfield	71.9	Farmington	72.6
Trumbull	71.6	Fairfield	72.4
Cheshire	69.2	Brookfield	71.9
South Windsor	68.4	Madison	71.4
New Fairfield	67.8	Greenwich	69.9
Greenwich	66.6	South Windsor	69.9
West Hartford	63	New Fairfield	64.7
Monroe	60.9	West Hartford	64.2

2013 Grade 10 Gender Results

	Mathematics	Science	Reading Across the Disciplines	Writing Across the Disciplines
	% At or Above Goal	% At or Above Goal	% At or Above Goal	% At or Above Goal
Male	80.4	76.8	71.4	79.8
Female	82.0	74.4	87.7	95.3

Cohort Score Comparison Same Students/Class - Graduating Class of 2015

	Math		
	% at Goal	% at Advanced	Total % at or above Goal
7th grade 2009-2010	27	63.9	90.8
8th Grade 2010-2011	30.5	60.5	91
10th Grade 2012-2013	39.8	41.5	81.2

	Writing		
	% at Goal	% at Advanced	Total % at or above Goal
7th grade 2009-2010	23.3	64.1	87.4
8th Grade 2010-2011	35.6	54.7	90.3
10th Grade 2012-2013	31.4	56.3	87.7

	Reading		
	% at Goal	% at Advanced	Total % at or above Goal
7th grade 2009-2010	39.1	55.2	94.3
8th Grade 2010-2011	37.5	53.5	90.9
10th Grade 2012-2013	33.7	46.1	79.8

	Science		
	% at Goal	% at Advanced	Total % at or above Goal
7th grade 2009-2010	N/A	N/A	N/A
8th Grade 2010-2011	63.1	25.2	88.2
10th Grade 2012-2013	26.8	48.8	75.6

CMT Scores Comparison 2012-2013 By DRG

Grade 7

% At/Above Goal

Mathematics Grade 7					Reading Grade 7					Writing Grade 7				
2013 State Average - 65.7					2013 State Average -78.9					2013 State Average - 65				
District	2012	District	2013		District	2012	District	2013		District	2012	District	2013	
Newtown	95.6	Avon	94.2		Newtown	96.2	Simsbury	96.5		Madison	89.7	Region #5	90.6	
Avon	92.9	Madison	91.7		Guilford	95.7	Region #5	95.3		Newtown	88.6	Madison	89.4	
Region #5	91	Granby	91.3		Granby	95.4	Avon	95.2		Guilford	87.7	Simsbury	87.4	
Madison	90.7	Farmington	90.6		Region #5	95.2	Granby	95		Region #5	87.6	Trumbull	87.4	
Granby	89	Region #5	89.7		Avon	95	Region 15	95		Avon	87.5	Farmington	87.3	
Simsbury	88.9	Simsbury	89.4		Glastonbury	94.9	Trumbull	94		Simsbury	86.7	Avon	87	
Farmington	88.8	Region 15	88.8		Simsbury	94.9	Glastonbury	93.7		New Fairfield	85.8	Glastonbury	85.6	
Glastonbury	88.7	Fairfield	84.6		Monroe	94.4	Guilford	93.4		Trumbull	84.6	Region 15	84.5	
Brookfield	88.4	Trumbull	83.7		Trumbull	94.4	Cheshire	92.6		Monroe	84.3	Guilford	84.3	
Trumbull	86.6	Glastonbury	83.6		Madison	93.4	Farmington	92.4		Glastonbury	84.1	Brookfield	83.4	
Guilford	85.8	Brookfield	83.1		South Windsor	93.3	Madison	92.4		Cheshire	83.1	Granby	82.3	
Monroe	85.1	Cheshire	80.3		Cheshire	92.7	South Windsor	91.2		Farmington	82.1	Monroe	82.3	
New Fairfield	84.9	Greenwich	79.9		Farmington	92.5	Fairfield	90		Region 15	80.6	Fairfield	79.8	
Region 15	84.6	South Windsor	79.8		Brookfield	92.1	Monroe	89.8		South Windsor	80.2	South Windsor	77.4	
Cheshire	84.1	Guilford	79		Region 15	91.7	Brookfield	89.4		Fairfield	79.9	New Fairfield	76.7	
Fairfield	84.1	West Hartford	78.6		Fairfield	91.1	West Hartford	89		Brookfield	78.2	Greenwich	76.1	
South Windsor	81.9	Monroe	78.4		New Fairfield	88.4	Greenwich	88.9		Greenwich	77.3	West Hartford	74.7	
Greenwich	81.3	New Fairfield	69.3		Greenwich	87.6	New Fairfield	80.6		West Hartford	76.9	Cheshire	74.4	
West Hartford	76.2	Newtown	N/A		West Hartford	87.2	Newtown	N/A		Granby	74.4	Newtown	N/A	

2013 Grade 7 Gender Results

	Mathematics	Reading	Writing
	% At or Above Goal	% At or Above Goal	% At or Above Goal
Male	87.2	92.7	84.5
Female	92.1	97.8	96.7

CMT Scores Comparison 2012-2013 By DRG

Grade 8

% At/Above Goal

Mathematics Grade 8				Reading Grade 8				Writing Grade 8				Science Grade 8			
2013 State Average - 65.2				2013 State Average - 76.3				2013 State Average - 67.3				2013 State Average - 60.6			
District	2012	District	2013	District	2012	District	2013	District	2012	District	2013	District	2012	District	2013
Newtown	94.5	Avon	93.1	Avon	96.4	Trumbull	95.1	Madison	94.2	Region #5	91.5	Simsbury	89.4	Avon	87.7
Madison	93.4	Guilford	91.6	Guilford	95.5	Brookfield	93.9	Newtown	93	Avon	91.3	Granby	88.8	Madison	87.6
Brookfield	92.6	Region #5	91.1	Newtown	95.5	Farmington	93.7	Farmington	92.8	Guilford	90.2	Newtown	88.3	Simsbury	87.2
Granby	91.9	Madison	90.2	Brookfield	95	Simsbury	93.7	Avon	92.6	Madison	90	Monroe	87.6	Glastonbury	85.1
Region #5	91.6	Simsbury	90.1	Monroe	94.8	Avon	93.5	Brookfield	90.5	Trumbull	88.4	Farmington	87.3	Cheshire	84.7
Avon	91.5	Granby	89.7	Trumbull	94.7	Cheshire	92.7	Guilford	89.6	Farmington	87.9	South Windsor	87.2	Guilford	83.6
Guilford	91	Brookfield	88.9	Madison	94.4	Region #5	92.5	Simsbury	89.1	Brookfield	87.2	Guilford	87	Monroe	82
Simsbury	91	Trumbull	86.9	Farmington	94.2	Guilford	92.3	Monroe	89	Monroe	86.1	Madison	85.1	Trumbull	81.6
Farmington	90.9	Farmington	86.7	Simsbury	93.2	Madison	91.5	Cheshire	88.5	Simsbury	85.6	Cheshire	84.8	Granby	81.4
Monroe	90.7	Glastonbury	84.5	Cheshire	92.5	Region 15	91	Region #5	88.1	New Fairfield	84.5	Region 15	84.7	Region #5	81.3
Trumbull	88.2	Region 15	84.4	Granby	92.4	Fairfield	90.5	Trumbull	87.1	Cheshire	84.3	Avon	83.9	Brookfield	81
Fairfield	87.6	Fairfield	84.1	Fairfield	91.8	Monroe	89.7	New Fairfield	86.9	Glastonbury	83.7	Fairfield	83.8	Farmington	79.9
South Windsor	87	Monroe	83	South Windsor	91	Glastonbury	89.5	Region 15	85.9	Region 15	83.7	Region #5	83.7	Region 15	79.9
New Fairfield	86.6	Cheshire	81.9	Region 15	90.8	South Windsor	89.1	Fairfield	85.8	Fairfield	83.6	Glastonbury	83.5	New Fairfield	77.6
Cheshire	84.8	New Fairfield	81.8	Region #5	90.5	Granby	86	Greenwich	82.6	Granby	78.4	Trumbull	81.2	Fairfield	77.1
Glastonbury	83.1	Greenwich	80.8	New Fairfield	90	Greenwich	85.8	Glastonbury	82.3	South Windsor	77.3	Brookfield	80.5	Greenwich	74.8
Greenwich	82.8	South Windsor	77.9	Glastonbury	89.3	New Fairfield	85.4	South Windsor	80.1	Greenwich	76.3	Greenwich	77.6	South Windsor	74.3
Region 15	81.9	West Hartford	67.5	Greenwich	86.1	West Hartford	81.5	Granby	79.3	West Hartford	75	New Fairfield	75.8	West Hartford	72.6
West Hartford	76.3	Newtown	N/A	Hartford	85.3	Newtown	N/A	West Hartford	77.8	Newtown	N/A	West Hartford	72.9	Newtown	N/A

2013 Grade 8 Gender Results

	Mathematics	Science	Reading	Writing 93.8
	% At or Above Goal	% At or Above Goal	% At or Above Goal	% At or Above Goal
Male	93.4	83.9	92.3	89.2
Female	88.6	78.5	92.7	93.8

Amity Regional School District No. 5 **Grade - to - Grade CMT Scores Comparison 2012 vs. 2013** **% of Students at Goal, % at Advanced and % at/above Goal**

		Region #5			
		Mathematics			
			% at Goal	% at Advanced	% at or above Goal
Grade 7	2012	25.4	65.5	91	
	2013	31.6	58.1	89.7	
Grade 8	2012	30.1	61.5	91.6	
	2013	29.3	61.7	91.1	

		Region #5			
		Reading Across the Disciplines			
			% at Goal	% at Advanced	% at or above Goal
Grade 7	2012	39.4	55.8	95.2	
	2013	42.5	52.8	95.3	
Grade 8	2012	35.4	55	90.5	
	2013	39.2	53.3	92.5	

		Region #5			
		Writing Across the Disciplines			
		% at Goal	% at Advanced	% at or above Goal	
Grade 7	2012	32.6	55	87.6	
	2013	32.8	57.9	90.6	
Grade 8	2012	39	49.1	88.1	
	2013	34.9	56.6	91.5	

		Region #5			
		Science			
		% at Goal	% at Advanced	% at or above Goal	
Grade 8	2012	46.3	37.4	83.7	
	2013	52.6	28.7	81.3	

CMT Goal Scores Cohort Comparison 2012 & 2013 **% At/Above Goal**

Math		Reading		Writing	
7th grade 2012	8th grade 2013	7th grade 2012	8th grade 2013	7th grade 2012	8th grade 2013
91	91.1	95.2	92.5	87.6	91.5

The Overarching Goal of School Improvement:
Assist Students in Reaching Their Highest Potential

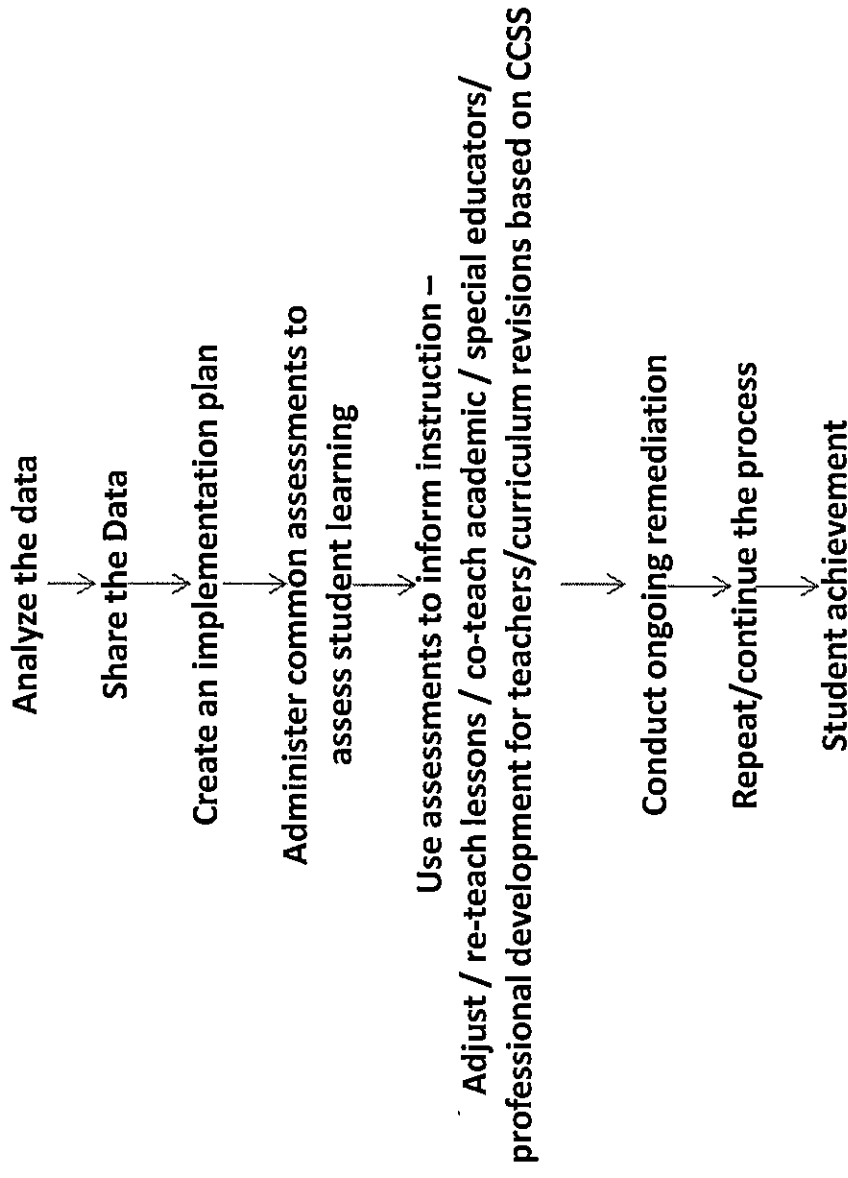
Amity will:

- Continue to raise student achievement through instructional methods that support close text reading, expand vocabulary, and writing across the curriculum
- Continue to insure all subgroups meet Connecticut's new Accountability Annual Performance Targets (TBD)
- Continue to use the data-driven decision-making process to inform instruction, curriculum and professional development including results from the Gates MacGinitie Reading Test, CMT/CAPT, and common course assessments
- Continue to develop and present training modules by the district reading consultants to support full implementation of the CCSS and the new SBAC testing

The School Improvement Process

Amity Region #5 2013-2014

The results will vary from year to year but the approach will be the same . . . ongoing systematic



AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



Mr. Michael Nast
Interim Superintendent of Schools

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

September 9, 2013

To: Members of the Board of Education

From: Michael Nast, Interim Superintendent of Schools

Re: Personnel Report

New Hire(s):

Amity Reg. District Offices – Woodbridge - NONE

Amity Reg. High School – Woodbridge

Laura Ciesla – F/T – Math – Ms. Ciesla received her BA degree in Business Administration from UCONN and recently completed her Master's Degree in Education from the University of New Haven. This past summer she taught a Mathematics Transition Academy at Jonathan Law HS in Milford to freshmen enrolled in Algebra II Honors for this fall. Ms. Ciesla did her student teaching at Staples HS in Westport.

Amity Reg. Middle Schools – Orange

Eric Mills – F/T – Health – Mr. Mills attended SCSU where he earned his BS in Exercise Science – Physical Education K-12. He went on to earn his Master's Degree in School Health Education K-12. Mr. Mills did his student teaching at Amity High School. He has been a benched substitute with the District since 2009. He has also been our coaching staff as the Freshmen Baseball Coach and now as the Middle School Girls' Soccer Coach.

Amity Reg. Middle School – Bethany - NONE

Coaches:

Amity Reg. High School – Woodbridge:

Kiely Mercado – Asst. Varsity Dance/Cheer Coach
Patricia Salvati – Asst. Varsity Field Hockey
Jeremy Iverson – Varsity Boys' Indoor Track

Amity Reg. Middle Schools – Bethany / Orange:

Eric Mills – Girls' Soccer

Resignation(s):

Joanna Najarian-Garb – Reading Teacher – Amity Regional High School

Retirement(s): NONE

MRN/pfc



Founded in 1985

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS
COMMITTEE ON PUBLIC SECONDARY SCHOOLS

Director

JANET D. ALLISON
direct line (781) 425-7718
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Executive Assistant to the Director

DONNA M. SPENCER WILSON
direct line (781) 425-7719
dspencerwilson@neasc.org

August 26, 2013

Charles Britton
Principal
Amity Regional Senior High School
25 Newton Road
Woodbridge, CT 06525

Dear Dr. Britton:

The Committee on Public Secondary Schools, at its June 23, 2013 meeting, voted to accept the Five-Year Progress Report of Amity Regional Senior High School and to continue the school's accreditation.

The Committee was pleased to commend the following:

- the focus of professional development on differentiation
- the adoption and usage of the Atlas Rubicon software system for curriculum writing
- the evidence of meetings among/between sending schools, and the sample of resulting curricula developed from this collaboration
- the sample curriculum template revealing the inclusion of relevant school-wide learning expectations from the school's mission
- the increased opportunities for teachers to collaborate, discuss student work, and analyze students' assessments for the purpose of improved instructional strategies
- the elimination of one of the ability levels and the planned combining of others in order to increase heterogeneity
- the commitment to a number of concurrent initiatives to meet state expectations including increased credit requirements, student success plans, and Capstone projects
- the use of co-teaching practices to support special education students' inclusion in regular education courses
- the inclusive and continuous work of the school's Follow-up Program
- the school's demonstrated commitment to the accreditation process as evidenced by the completion of all recommendations in its 2008 decennial evaluation report

Deputy Director

GEORGE H. EDWARDS
direct line (781) 425-7735
gedwards@neasc.org

Associate Director

EDWARD J. GALLAGHER III
direct line (781) 425-7722
egallagher@neasc.org

Associate Director

ALYSON M. GEARY
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Charles Britton
August 26, 2013
Page Two

The Committee has asked that school officials submit a Pre-Self-Study Report, due March 1, 2015, to document that Amity Regional Senior High School is appropriately prepared for its upcoming self-study. The report should include detailed responses to each of the following recommendations:

- describe the process that has been used to review and revise the school's mission and learning expectations to reflect the school's core values, beliefs about learning, and 21st century learning expectations to ensure that they meet the 2011 Standard on Core Values, Beliefs, and Learning Expectations
- submit the updated document
- based on a review of the Committee's 2011 Standards, available at <http://cpss.neasc.org> by clicking on "Getting Started," identify the specific indicators within each of the Standards on which the school needs to take action in preparation for the 2018 decennial evaluation

The school's accreditation status will be reviewed when the Committee considers the Pre-Self-Study Report. Consistent with the Committee's follow-up procedures, the Pre-Self-Study Report should include an electronic signature of the principal and chair of the school's Follow-Up Committee and be sent electronically to the Committee office at the following address: cpssreports@neasc.org. The Committee requests that it be kept apprised of any substantive changes in the school before that date. For your convenience, we have enclosed a copy of the Substantive Change Policy. As well, please notify the Committee office immediately of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting this information electronically to cpss-air@neasc.org

Sincerely,



Edward J. Gallagher, III

EJG/mms(dsw)
Enclosure

cc: Michael Nast, Interim Superintendent, Amity Regional School District #5
William Blake, Chair, Amity School Board
Robert E. Littlefield, Chair, Committee on Public Secondary Schools

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: Michael R. Nast, Interim Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Proposed 2014-2015 Budget Calendar
Date: August 30, 2013

Below is the proposed 2014-2015 Budget Calendar for review by the Amity Finance Committee and Amity Board of Education:

- | | |
|-------------------|--|
| September 9, 2013 | Superintendent presents preliminary 2014-2015 budget calendar to Amity Finance Committee and Amity Board of Education for discussion and possible changes |
| December 9, 2013 | Superintendent reviews general 2014-2015 budget issues with Amity Finance Committee and Amity Board of Education for their comments |
| December 10, 2013 | Superintendent, Finance Director, Finance Manager and Technology Coordinator meet with Technology Committee and review five year capital improvement forecast for technology |
| December 10, 2013 | Superintendent, Finance Director, Finance Manager and Facilities Director meet with Facilities Committee and review five year capital improvement forecast for facilities |
| December 12, 2013 | Superintendent, Finance Director, Finance Manager, Director of Curriculum and Staff Development, Curriculum Technology Facilitator, and Technology Coordinator meet with the Curriculum Committee and review five year capital improvement forecast for technology and other budget issues related to curriculum |

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.
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)
T.B.A. (Note A)	Superintendent presents the preliminary 2014-2015 Budget to Bethany, Orange and Woodbridge Boards of Finance at a mutually convenient date and time Note A: Should the Superintendent present the preliminary 2014-2015 budget to the Member Town Boards of Finance before or after the Amity Finance Committee and Amity Board of Education have met to discuss the budget?
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
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

Proposed 2014-2015 Budget Calendar
August 30, 2013
Page 2

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

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: Michael R. Nast, Interim Superintendent of Schools

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

Re: Reserve Fund for Capital and Nonrecurring Expenditures

Date: August 30, 2013

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

Enclosure

**Reserve Fund for Capital and Nonrecurring Expenditures
For Fiscal Year Ended June 30, 2013**

Net Balance as of June 30, 2012 **\$ 234,078.97**

Plus: 2012-2013 Appropriations:

Bond Proceeds	
Amity High School Roof Restoration Project	\$ 1,194,559.00
Paving Orange Parking lot	\$ 69,995.00
Amity High School – locker room ventilation	\$ 300,446.00
District Office Air Handler	\$ 177,494.00
Subtotal	<u>\$ 1,742,494.00</u>

Less: 2012-2013 Expenditures & Encumbrances:

Amity High School Roof Restoration Project	\$ (1,186,938.49)
Paving Orange Parking lot	\$ (69,995.00)
Amity High School – locker room ventilation	\$ (293,446.00)
Natural Gas conversion	\$ (18,914.07)
HVAC Upgrade Project at Amity High School	\$ (2,233.00)
Black Box Theatre	\$ (100,381.40)
Subtotal	<u>(\$ 1,671,907.96)</u>

Net Balance as of June 30, 2013 **\$ 304,665.01**

Net Balance:

Natural Gas Conversion - Unused Designated for Debt	\$ 14,384.06
Black Box Theatre	\$ 65,209.24
Amity High School Roof Restoration Project – Unused Designated for Debt	\$ 21,419.94
HVAC Upgrade Project at Amity High School – Unused Designated for Debt	\$ 2,767.00
Locker Room ventilation at Amity High School – Unused Designated for Debt	\$ 7,000.00
Replacement of Emergency Generator at Amity High School – Unused Designated for Debt	\$ 16,390.77
District Office Air Handler	\$ 177,494.00
Net Balance as of June 30, 2013	<u>\$ 304,665.01</u>

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

LINE	CATEGORY	COLUMN 1 2012-2013 UNAUDITED	COLUMN 2 2013-2014 BUDGET	COLUMN 3 JUL '13 FORECAST	COLUMN 4 CHANGE INCR./ (DECR.)	COLUMN 5 AUG '13 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 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	218,032	0	218,032	0	FAV
3	OTHER STATE GRANTS	765,581	876,597	615,319	(28,449)	586,870	(289,727)	UNF
4	MISCELLANEOUS INCOME	406,499	56,000	56,000	0	56,000	0	FAV
5	BUILDING RENOVATION GRANTS	286,347	67,773	67,773	0	67,773	0	FAV
6	TOTAL REVENUES	43,319,911	44,478,455	44,217,177	(28,449)	44,188,728	(289,727)	UNF
7	SALARIES	22,915,705	23,516,038	23,516,038	(79,772)	23,436,266	(79,772)	FAV
8	BENEFITS	5,050,580	5,256,101	5,247,463	(6,888)	5,240,575	(15,526)	FAV
9	PURCHASED SERVICES	6,111,198	6,974,367	6,638,001	(34,661)	6,603,340	(371,027)	FAV
10	DEBT SERVICE	5,435,863	4,913,679	4,916,444	0	4,916,444	2,765	UNF
11	SUPPLIES (INCLUDING UTILITIES)	2,978,827	3,096,685	3,077,067	0	3,077,067	(19,618)	FAV
12	EQUIPMENT	154,862	324,479	302,629	0	302,629	(21,850)	FAV
13	IMPROVEMENTS / CONTINGENCY	47,297	247,006	232,006	0	232,006	(15,000)	FAV
14	DUES AND FEES	113,987	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	TOTAL EXPENDITURES	42,985,813	44,478,455	44,079,748	(121,321)	43,958,427	(520,028)	FAV
18	SUBTOTAL	334,098	0	137,429	92,872	230,301	230,301	FAV
19	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	0	0	0	0	0	0	FAV
20	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:							
21	LESS: ASSIGNED TO NEXT YEAR'S BUDGET	0			0		0	FAV
22	LESS: COMMITTED TO ERRP	0	0	0	0	0	0	FAV
23	NET BALANCE / (DEFICIT)	334,098	0	137,429	92,872	230,301	230,301	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 UNAUDITED	COLUMN 2 2013-2014 BUDGET	COLUMN 3 JUL '13 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 AUG '13 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	WOODBRIIDGE 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	2,936	0	2,936	0	FAV
6	PARKING INCOME	31,562	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	358	1,500	1,500	0	1,500	0	FAV
8	ATHLETICS	22,372	23,500	23,500	0	23,500	0	FAV
9	TUITION REVENUE	110,859	86,382	86,382	0	86,382	0	FAV
10	TRANSPORTATION INCOME	66,123	73,714	73,714	0	73,714	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	234,264	218,032	218,032	0	218,032	0	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	765,581	876,597	615,319	(28,449)	586,870	(289,727)	UNF
15	OTHER STATE GRANTS	765,581	876,597	615,319	(28,449)	586,870	(289,727)	UNF
16	RENTAL INCOME	31,357	29,000	29,000	0	29,000	0	FAV
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	75,142	27,000	27,000	0	27,000	0	FAV
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	406,499	56,000	56,000	0	56,000	0	FAV
24	BUILDING RENOVATION GRANTS	286,347	67,773	67,773	0	67,773	0	FAV
25	TOTAL REVENUES	43,319,911	44,478,455	44,217,177	(28,449)	44,188,728	(289,727)	UNF

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

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

LINE	CATEGORY	COLUMN 1 2012-2013 UNAUDITED	COLUMN 2 2013-2014 BUDGET	COLUMN 3 JUL '13 FORECAST	COLUMN 4 CHANGE INCR./ (DECR.)	COLUMN 5 AUG '13 FORECAST	COLUMN 6 VARIANCE OVER/ (UNDER)	COLUMN 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,299,777	19,712,301	19,712,301	(69,910)	19,642,391	(69,910)	FAV
2	5112-CLASSIFIED SALARIES	3,615,928	3,803,737	3,803,737	(9,862)	3,793,875	(9,862)	FAV
3	SALARIES	22,915,705	23,516,038	23,516,038	(79,772)	23,436,266	(79,772)	FAV
4	5200-MEDICARE - ER	298,493	310,765	310,765	(5,491)	305,274	(5,491)	FAV
5	5210-FICA - ER	228,835	235,430	235,430	(1,397)	234,033	(1,397)	FAV
6	5220-WORKERS' COMPENSATION	149,887	193,000	184,362	0	184,362	(8,638)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,046,579	3,039,348	3,039,348	0	3,039,348	0	FAV
8	5860-OPEB TRUST	394,346	528,939	528,939	0	528,939	0	FAV
9	5260-LIFE INSURANCE	46,733	50,263	50,263	0	50,263	0	FAV
10	5275-DISABILITY INSURANCE	10,427	10,615	10,615	0	10,615	0	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	BENEFITS	5,050,580	5,256,101	5,247,463	(6,888)	5,240,575	(15,526)	FAV
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	17,393	11,564	11,564	0	11,564	0	FAV
18	5327-DATA PROCESSING	63,926	67,730	67,730	0	67,730	0	FAV
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	990,796	1,050,636	1,072,736	0	1,072,736	22,100	UNF
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	75,996	94,227	94,227	0	94,227	0	FAV
21	5510-PUPIL TRANSPORTATION	2,185,439	2,493,553	2,342,199	(49,066)	2,293,133	(200,420)	FAV
22	5521-GENERAL LIABILITY INSURANCE	166,401	183,792	173,696	3,272	176,968	(6,824)	FAV
23	5550-COMMUNICATIONS: TEL, POST, ETC.	62,857	77,168	77,168	0	77,168	0	FAV
24	5560-TUITION EXPENSE	2,464,992	2,896,374	2,699,358	11,133	2,710,491	(185,883)	FAV
25	5590-OTHER PURCHASED SERVICES	83,398	99,323	99,323	0	99,323	0	FAV
26	PURCHASED SERVICES	6,111,198	6,974,367	6,638,001	(34,661)	6,603,340	(371,027)	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 UNAUDITED	COLUMN 2 2013-2014 BUDGET	COLUMN 3 JUL '13 FORECAST	COLUMN 4 CHANGE INCR./((DECR.))	COLUMN 5 AUG '13 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
27	5830-INTEREST	1,655,560	1,603,406	1,603,406	0	1,603,406	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,780,303	3,310,273	3,313,038	0	3,313,038	2,765	UNF
29	DEBT SERVICE	5,435,863	4,913,679	4,916,444	0	4,916,444	2,765	UNF
30	5410-UTILITIES, EXCLUDING HEAT	747,312	811,240	821,622	0	821,622	10,382	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	734,851	678,797	678,797	0	678,797	0	FAV
32	5611-INSTRUCTIONAL SUPPLIES	354,114	387,620	387,620	0	387,620	0	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	180,396	189,355	189,355	0	189,355	0	FAV
34	5620-OIL USED FOR HEATING	38,330	135,500	135,500	0	135,500	0	FAV
35	5621-NATURAL GAS	92,464	125,000	110,000	0	110,000	(15,000)	FAV
36	5627-TRANSPORTATION SUPPLIES	188,718	183,803	183,803	0	183,803	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	102,003	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	458,559	0	458,559	(15,000)	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,978,827	3,096,685	3,077,067	0	3,077,067	(19,618)	FAV
41	5730-EQUIPMENT - NEW	97,875	105,519	105,519	0	105,519	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	56,987	218,960	197,110	0	197,110	(21,850)	FAV
43	EQUIPMENT	154,862	324,479	302,629	0	302,629	(21,850)	FAV
44	5715-IMPROVEMENTS TO BUILDING	0	48,006	48,006	0	48,006	0	FAV
45	5720-IMPROVEMENTS TO SITES	47,297	49,000	34,000	0	34,000	(15,000)	FAV
46	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	0	0	0	FAV
48	5855-CAPITAL RESERVE	0	0	0	0	0	0	FAV
49	IMPROVEMENTS / CONTINGENCY	47,297	247,006	232,006	0	232,006	(15,000)	FAV
50	5580-STAFF TRAVEL	19,255	21,568	21,568	0	21,568	0	FAV
51	5581-TRAVEL - CONFERENCES	12,701	23,624	23,624	0	23,624	0	FAV
52	5810-DUES & FEES	82,031	104,908	104,908	0	104,908	0	FAV
53	DUES AND FEES	113,987	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	42,985,813	44,478,455	44,079,748	(121,321)	43,958,427	(520,028)	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**

AUGUST 2013

2013-2014 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is **\$230,301 FAV** (previously \$137,429 FAV), which appears on page 1, column 6, line 18.

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$289,727** (previously \$261,278 UNF), which appears on page 2, column 6, line 25.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The forecast assumes the State reimbursement rate will be 75 percent. Therefore, the projected favorable variance of **\$386,303** (previously \$348,370) in Special Education Transportation and Tuition expenditures will be offset by a reduction of **\$289,727 UNF** (previously \$261,278 UNF) in Special Education Grants.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is **\$520,028 FAV** (previously \$398,707 FAV), which appears on page 4, column 6, line 57.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

There is a projected net savings based on the current staff. 'Turnover savings' (i.e., replacing teachers who retired or resigned) exceeded budget by \$79,977 FAV.

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

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

NET COSTS - ACTUAL VERSUS BUDGET

<u>Month</u>	<u>Actual Costs</u>	<u>Budget Costs</u>	<u>Variance</u>
July	\$ 534,858	\$ 367,223	\$ 167,635 UNF
August	\$	\$ 324,767	
September	\$	\$ 242,405	
October	\$	\$ 246,338	
November	\$	\$ 252,053	
December	\$	\$ 212,258	
January	\$	\$ 257,640	
February	\$	\$ 240,104	
March	\$	\$ 224,374	
April	\$	\$ 224,164	
May	\$	\$ 224,097	
June	\$	\$ 223,925	
		<u>\$3,039,348</u>	

Note: Net costs include claims, fixed costs (i.e., self-insurance fee, individual stop-loss premium, aggregate stop-loss premium, managed benefit fee, reinsurance fee, network access fee), employer's share of High Deductible Health Plans (formerly called Health Savings Accounts), and Voluntary Incentive Retirement Plan payouts less employees' and retirees' premium share, claims paid by grants, and transfers from OPEB Trust to pay the 'implicit rate subsidy'.

CLAIMS ONLY

<u>Month</u>	<u>2013-2014 Actual Claims</u>	<u>2013-2014 Budget Claims</u>	<u>2012-2013 Actual Claims</u>
July	\$ 430,267	\$ 319,749	\$ 157,090
August	\$	\$ 319,749	\$ 277,965
September	\$	\$ 319,749	\$ 184,534
October	\$	\$ 319,749	\$ 228,344
November	\$	\$ 319,749	\$ 282,319
December	\$	\$ 319,749	\$ 316,551
January	\$	\$ 319,749	\$ 317,314
February	\$	\$ 319,749	\$ 241,012
March	\$	\$ 319,749	\$ 251,862
April	\$	\$ 319,749	\$ 314,479
May	\$	\$ 319,749	\$ 309,373
June	\$	\$ 319,753	\$ 425,303
		<u>\$3,836,992</u>	<u>\$3,306,146</u>

Self-Insurance Fund Reserve Balance

ERRP	\$ 63,956
Implicit Rate Subsidy	\$ 394,346
Net 2012-2013 Balance	<u>\$ 156,263</u>
Reserve Balance, June 30, 2013	\$ 614,565
Over / (Under) 2013-2014 Budget	<u>(167,635)</u>
Projected, June 30, 2014	<u>\$ 446,930</u>
Budget Target, June 30, 2014	<u>\$ 754,824</u>

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. At this time, we do not know what the cost of the study will be, and therefore, a budget transfer request has not been made. The forecast includes the **\$21,850 UNF** in this account to pay for the long-range planning study.

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**.

LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is projected to be under budget by **\$200,420 FAV** (previously \$151,354 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, including catastrophic accident medical insurance (previously \$4,862 FAV, excluding catastrophic accident 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 *\$185,883 FAV (previously \$197,016)*.

Tuition for the vo-ag schools has a projected variance of *\$87,654 FAV (previously \$87,691 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	6
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	11

Public (ACES) and private out-of-district placements has a projected favorable variance of *\$94,467 FAV (\$105,563 FAV)*. At this time, there are fewer students than budgeted.

	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY13-14 ACTUAL
Public SPED	7	6	6	8	8	4
Private SPED	20.5	21	24	21	22	21
Totals	27.5	27	30	29	30	25

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 3,927,772 at an average price of \$0.1634 per kilowatt hour. Thus, Facilities Director is projecting an unfavorable variance of **\$20,000 UNF**.

Sewer billings are based on last year's water usage. We are forecasting a favorable variance of **\$9,618 FAV**.

LINE 35 on Page 4: 5621-NATURAL GAS:

Last fiscal year, total expenditures were \$92,464. Projected usage for this fiscal year is 10,000 MBTU at \$11 per MBTU compared to a budget of 11,365 MBTU at \$11 per MBTU, or a favorable variance of **\$15,000 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**.

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 FAV**, which are included in this fiscal year's budget. The purpose of this was to free up these funds for a long-range planning study. At this time, we do not know what the cost of the study will be, and therefore, a budget transfer request has not been made. The forecast includes these costs in Other Professional & Technical Services.

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.

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

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

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

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & 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

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: Michael R. Nast, Interim 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: August 30, 2013

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

Overview:

Over the spring semester of 2012-2013, and throughout the summer of 2013, the implications of the new teacher and principal evaluation plan crystallized as the Teacher and Administrator Evaluation Committee completed its work, and the Amity Regional High School leadership team completed training in the Common Core of Teaching (CCT) and development of Student Learning Objectives (SLO's). This work and training was completed after the 2013-2014 budget was developed and adopted. In order to support the rollout of the new teacher evaluation plan, the following budget transfers are requested.

All of the accounts identified for budget transfer will necessitate reduction in instructional supplies and communications. The administration will work with teachers to ration instructional supplies and materials as-needed. We were able to use funds from last year to stock up. So, we do not anticipate that these unplanned expenditures will adversely impact 2013-2014 supplies and communications.

Data Warehouse to Capture Student Growth:

The Mathematics Department Chair, Frank Baretta, conducted extensive research over the spring of 2013. The research was designed to identify a data warehouse that will allow Amity teachers to capture student growth data. Scantron was identified as the system and vendor of choice. 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. These results will be organized by Common Core Standard, and allow teachers and administrators to evaluate student performance and growth against the standard. The system will help identify skills deficits on a cohort, subgroup, and individual student level. This capacity is critical as teachers and administrators monitor student progress against Student Learning Objectives (SLO's), and prepare students for the demands of the S-Bac assessment. This initial investment will provide Amity Regional High School with site licenses for the entire freshman class, as well as equipment and training.

#1 - Move to make the following budget transfer to purchase Scantron student licensing for software and on-site training for \$8,856.80:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2219-5611	Instructional Supplies	\$8,857	
05-14-2350-5690	Other Supplies		\$8,857

Laptops for Evaluations:

Each administrator at Amity Regional High School will assume primary evaluator responsibility for an equal share of teachers and counselors at Amity Regional High School. This will increase the number of teachers and counselors each administrator has historically evaluated from 11 to 15 to 25 to 30. As per new evaluation guidelines, non-tenured teachers will receive 3 formal and 4 informal observations, all tenured teachers will receive 1 formal and 4 informal observations, and all teachers who need structured support will receive 4 formal and 5 informal observations. This will dramatically increase the amount of time administrators are in the classroom scripting and evaluating teachers performance online using the Bloomboard and CCT models. Each building administrator currently has a laptop computer circa 2007. These laptops are slow to load, battery life is minimal, and operating capacity has degraded over the lifetime of the system. New laptops are needed to support administrators as we capture and analyze teacher classroom performance using the online Bloomboard system.

#2 - Move to make the following budget transfer of \$6,472.00 to purchase five laptop computers:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2219-5611	Instructional Supplies	\$1,144	
03-14-1009-5611	Instructional Supplies	\$4,000	
03-14-2120-5690	Other Supplies	\$1,000	
03-14-2400-5550	Communications – Tel. Postage, Etc.	\$328	
05-14-2350-5730	Equipment - New		\$6,472

**RESPONSIBILITIES OF LEAD SEARCH CONSULTANT
AND EXECUTIVE SEARCH SUPPORT TEAM
COST PROPOSAL – AMITY RSD#5**

Phase I: Research

- Conduct a community-wide needs assessment via focus groups and/ or written survey
- Develop a written leadership profile
- Establish search criteria with BOE

Phase II: Recruitment

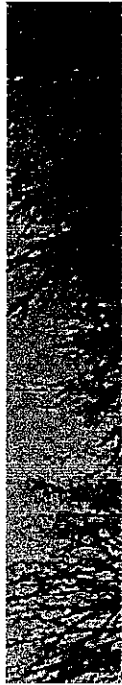
- Prepare advertising copy
- Develop and disseminate recruitment brochures via direct mail, conferences and professional organizations
- Contact state and national networks e.g., professional organizations, universities, etc.
- Place ads in newspapers, trade journals and area network bulletins
- Publish on C.E.S. and district websites
- Initiate contact with prospective candidates

Phase III: Selection

- Process and screen applications
- Conduct pre-Board interviews of selected candidates
- Recommend candidates for initial Board interviews
- Structure interviews with Board of Education
- Assist in initial and final round interviews of candidates
- Conduct credential verification and reference checks
- Keep all candidates informed of their status
- Organize site visit for selected candidate
- Plan appointment announcement with BOE

Phase IV: Transition

- Facilitate initial contract arrangements if requested
- Provide assistance to superintendent to develop an entry plan
- Facilitate “retreat” on roles and responsibilities with superintendent and BOE



Our Approach

Phase I: Research

The first step in hiring a new leader is to identify the attributes that leader must possess in order to be successful in that district. In addition to the board's expectations, a leader must fulfill the expectations of colleagues, parents, students and the larger community. C.E.S. has created and used a protocol for research to develop a profile of attributes for a new superintendent. The method of research varies based on the needs of the Board. We have conducted short-answer survey responses, electronic surveys, and exhaustive focus group research. Our goal is to establish the characteristics that will guide a district's search. A comprehensive summary of the focus group sessions produces a list of characteristics most important to the district's stakeholders. This profile is then publicized during the recruitment phase to attract candidates.

Phase II: Recruitment

The design of this phase of the selection process can be customized to meet the unique needs of the school district. C.E.S. has been serving Connecticut's districts in Fairfield County for nearly 40 years. We have become part of a network of administrators, educators, policy-makers, business people and community members. Our reputation as the primary agency for educational support and resources will lead to a stronger, more diversified pool of candidates. Newspaper and online advertisements will be posted once the search criteria are determined. When an appropriate applicant pool has been formed, the C.E.S. Team will verify each candidate's capabilities and interest in the position.

Phase III: Selection

The profile created in the research stage guides the C.E.S. Team to screen applications. The profile also assists in structuring interview questions. During the Selection phase, the C.E.S. Team will conduct reference checks and select candidates for an initial interview. Through this interview process, a selection of the most qualified candidates for a Board interview will be made. From the Board interview process, the final candidate is selected. Through the duration of the selection process, the Board of Education plays a central role. They make decisions regarding candidates and the appointment of a new leader.

Phase IV: Transition

Once a new leader has been appointed, the C.E.S. Team will continue to assist the district in the transition of leadership. C.E.S. will work with the newly hired executive to develop an entry plan, and will meet with the Board within four months after hiring to assess the status of the transition.

Testimonials

"I can't wait to get started in Plainville. I can't say enough about the way [Jim] and Tom organized this process and the positive way in which I was treated throughout."

- Jeff Kitching, Superintendent
Plainville Public Schools

"[The consultants] were simply outstanding. They did a superior job meeting with the community and staff that really helped shape the superintendent profile we were looking for in a successful candidate. I would recommend them to any Board of Education."

- Newington Board of Education

"[The consultants] were the ultimate professionals, and great fun to work with throughout the process. Being retired superintendents, their skill at helping our Board work through some difficult discussions was valuable to the process."

- Avon Board of Education

"You really listened to our needs and attracted some very strong candidates. We would not have found a [high school principal] without you. As you know, this hire is critical to our district's success and you hit a home run in recruiting her."

- Deborah Low, Superintendent
Ridgefield Public Schools

For More Information

C.E.S. Executive Search Services
40 Lindeman Drive
Trumbull, CT 06611

203.365.8803

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www.ces.k12.ct.us/searches

Executive Searches at C.E.S.

The Regional Educational Service Center (RESO) Alternative



An alternative approach for districts hiring
Superintendents, Assistant Superintendents,
Principals and Central Office Staff.

The C.E.S. Difference

Cooperative Educational Services (C.E.S.) is one of six regional educational service centers (RESCs) in Connecticut. It is our goal to provide districts with exceptional services and be on the cutting edge of reform. Our mission is to identify and provide quality educational opportunities for educators, students, families and communities. C.E.S. is a public school agency created by the Connecticut State Legislature in 1968 to provide cost effective alternatives to meet the needs of school districts.

We at C.E.S. know that selecting a superintendent is one of the most important responsibilities a Board of Education undertakes. For this reason, we have developed a comprehensive approach to executive searches. It is imperative that a Board of Education select a qualified candidate who will lead the district and work well with the board, the district staff, and the community. Likewise, we know that selecting the right person to lead a district or school makes a tremendous difference for a school system.

Our superintendent, administrator and central office staff searches are distinguished by our approach, our resources and our commitment to service from beginning through transition with a new administrator.

Confidentiality is a key to success.

C.E.S. searches are confidential and ethical. We hold the utmost respect for the privacy of potential candidates. We believe that prospective quality candidates are most likely to apply for a position when they believe their candidacy will remain confidential. We believe that Boards are best served when candidates apply because they match the search profile, have an interest in the position, and are protected by our confidential selection process.

The C.E.S. Team will put forth candidates who are professionals fit to hold the position being filled. Our role is to facilitate the search in an objective manner and find the candidates who will be the best match for the community. We maintain and respect that the final selection will always be made by the Board of Education.

Dr. Salvatore Corda, Lead Consultant

Dr. Salvatore J. Corda has been an Associate Professor in the Department of Educational Leadership and Policy Studies at Southern Connecticut State University since 2009. Prior to that, he was Superintendent of Schools in Norwalk for eight years. Before Norwalk, Dr. Corda was the Superintendent of Schools in the City School District of Peabody (NY) for twelve years. An educator since 1969, Dr. Corda has taught at the Middle School level, was a high school building administrator, as well as a middle school principal. His experience in Central Office included positions as an Assistant and Associate Superintendent with responsibilities in instruction, finance, and personnel. He holds a Ph.D. in Educational Administration from New York University.

Dr. Kaye Griffin, Lead Consultant

Dr. Kaye Griffin was the Superintendent of the Madison school district from 1993-2007. Prior to that, she served as Director of Curriculum and Instruction in Madison. Dr. Griffin's career in education began in Texas where she served as Instructional Officer for Secondary English Language Arts in Klein, Texas and Program Coordinator/Teacher in Deer Park, Texas. Since 2007, she has held the position of Interim Superintendent in four school districts including Salem, Sterling and Fisher's Island (NY). She holds an Ed.D. in Curriculum and Instruction and a Post-Doctorate in Mid-Management School Administration from the University of Houston.

Tom Jokubaitis, Lead Consultant

Tom Jokubaitis has held the position of Interim Superintendent in seven school districts including Weston, Norwalk, Torrington, and Region #12. Prior to his interim positions, Mr. Jokubaitis was the Superintendent of the Wolcott school district from 1982-1999. He served as Director of Elementary Program Development in Stamford, Principal at Academy Elementary School in Madison, and as a teacher in Prospect. Since 1999, he has consulted for various Connecticut districts. He has developed more than 18 assessments on space and school building renovations and upgrades, and has facilitated district research and served as district strategic planning consultant.

Dr. James Ritchie, Lead Consultant

Dr. James Ritchie was the Dean of the School of Education and Human Resources at the University of Bridgeport from 1998-2008. Prior to that, he served as Interim Executive Director at C.E.S., following 13 years as Superintendent of Plainville Community Schools. Dr. Ritchie was Director of Finance and Administration in Regional School District #5 from 1982-1984 and Principal of Amity Regional Senior High School from 1975-1982. He holds an Ed.D. in Educational Administration from Teachers College, Columbia University. Dr. Ritchie was Connecticut's Superintendent of the Year in 1997.

A Team of Professionals

Our executive search team guides your district through a comprehensive process to find the best candidate. Strict confidentiality during the application process, a comprehensive publicity plan to attract a strong pool of candidates, as well as a complete evaluation and transition training will ensure a successful placement. When you choose C.E.S. to facilitate your executive searches, you hire a team of experienced professionals with the full resources of C.E.S.

Executive Search Support Team

Dr. Evan Pitkoff, Executive Director

Dr. Evan Pitkoff joined C.E.S. in 2007. Prior to that, he served as the Superintendent of Newtown Public Schools for five years and as the Superintendent of Regional School District #10 for four years. Dr. Pitkoff has also served as Assistant Superintendent, Principal and Assistant Principal in various districts. He is a past President of the Connecticut Association of Public School Superintendents. He holds an Ed.D. in Educational Administration from Teachers College, Columbia University. Pitkoff successfully hired more than 25 administrators during his tenure as Assistant Superintendent and Superintendent. He oversees the C.E.S. Team and the induction/entry plan for all newly hired administrators. He also ensures complete client satisfaction through feedback and evaluation.

Jodie Orzechowski, Public Relations Specialist

Jodie Orzechowski has specialized in public relations and marketing in educational organizations for more than eight years. She joined C.E.S. in 2007. On the C.E.S. Team, Mrs. Orzechowski conducts all public relations and marketing efforts from creating brochures and invitations to apply to placing advertisements and writing press releases at various stages throughout the search process. She also creates and manages all online surveys conducted during the research phase of the search.

Barbara Pace, Executive Assistant

Barbara Pace has been the Executive Assistant to the Executive Director at C.E.S. since 2000. Mrs. Pace began her career at C.E.S. in 1991 as the administrative assistant in Professional Development Services and later as Manager of Transportation. At C.E.S., Mrs. Pace provides full administrative support during the search process, from initial communication with the district board of education until a final candidate is selected and formally hired.

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

Finance Committee

8/12/13

MINUTES

COMMITTEE MEMBERS PRESENT: Matthew Giglietti, John Grabowski, John A. Grasso, Jr. (5:34), Joseph Nuzzo, James Stirling

COMMITTEE MEMBERS ABSENT: James Horwitz

Also Present: William Blake, Michael Goss, Kevin Keller, Jack Levine, Marianne Lippard, Michael Nast, Jim Saisa (by phone)

A meeting of the Finance Committee of the Amity Regional Board of Education was held on Monday, August 12, 2013 at 5:30 p.m. in the Presentation Room at the District Offices.

1. **Call to Order:** James Stirling called the meeting to order at 5:31 p.m.
2. **Pledge of Allegiance** was recited by those present.

Mr. Stirling welcomed Mr. Grabowski to the Committee. Mr. Grabowski introduced himself to members of the Committee, noting that he has served on the Bethany Board of Finance and has two children attending the public schools.

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

Finance Committee Meeting – June 10, 2013

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

Vote in favor: Matthew Giglietti, Joseph Nuzzo, James Stirling

Vote opposed: none

Abstain: William Blake, John Grabowski

Motion passed.

4. **Update on Financial Operations**

A. Responses to Questions from Prior Meeting

Mr. Levine provided a report on snow removal, school lunch participation and the OPEB Trust. He noted that the report shows the accrued liability. All information is detailed in a memo distributed to the Committee dated July 12, 2013 from Mr. Levine to Mr. Nast.

B. Information on Change in Voting Time for September 24, 2013 Referendum

Mr. Levine said that by law, the voting time approved previously for the September 24, 2013 referendum must be changed. According to Connecticut General Statute, 10-47c, the voting time must be from 6:00 a.m. to 8:00 p.m. The Amity Board of Education had voted to hold the vote from 12:00 p.m. to 8:00 p.m.

RESOLVED, that the resolution adopted by the Board of Education on May 21, 2013 regarding the submission to referendum of the appropriation and bond and temporary note authorization for the artificial turf field in the towns comprising Regional School District Number 5 be amended to provide that such referendum be held between the hours of 6:00 A.M. and 8:00 P.M. (Mr. Giglietti, 2d Mr. Nuzzo).

Vote in favor unanimous.

Motion passed.

5. Public Comment

No members of the public addressed the Committee.

6. Presentation and Discussion of Second Quarter 2013 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust

Michael Goss, Executive Vice President of Fiduciary Investment Advisors of Windsor, provided an overview of the report. The markets experienced a good year overall. The best investments were U.S. equity, international equity and bonds. The District ended the fiscal year at just over \$7 million. There was a 13.3 percent increase in the Pension Fund. The Sick and Severance Account experienced a 10.3 percent increase. The value of the Amity OPEB is \$1.6 million. The fund is increasing at a time when many districts are making only token contributions. He noted that the Trust is managed conservatively compared to the Pension Fund. Mr. Goss said that these three accounts are performing well and have averaged 5.6 percent returns over a five year period.

Mr. Stirling asked Mr. Goss to describe in more detail each of the funds. Mr. Goss said that the Pension Fund is invested in equities and bonds, with 65 percent invested in stocks and 35 percent invested in bonds. Everything is indexed to keep costs low. The Sick and Severance Account is managed with fewer stocks than the Pension Fund. The OPEB Trust deals with post-employment health care and is managed similarly to the Pension Fund, but with 60 percent invested in stocks and 40 percent invested in bonds.

7. Discussion and Possible Action Regarding Vanguard Short-Term Inflation-Protected Securities Index Fund

Mr. Goss noted that Amity currently has exposure to the Vanguard Inflation Protected Securities fund, which invests in longer duration Treasury Inflation Protected Securities (TIPS). He recommends replacing the TIPS Fund with the Short-Term TIPS Fund. The recommendation is only partially driven by the interest rate environment; also taken into consideration is that shorter duration TIPS are not as sensitive to interest rate movement and therefore track CPI/inflation better than long duration TIPS.

Motion to replace TIPS Fund with Short-Term TIPS Fund (Mr. Giglietti, 2d Mr. Grasso).

Vote in favor unanimous.

Motion passed.

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

The District has a one-year license agreement with Bishop Rinks, LLC d/b/a The Rinks of Shelton to provide ice rental time for Amity's Girls' Hockey Team at \$250 per hour for practices and \$400 per hour for games. The estimated annual cost is \$25,000 to \$27,000. The Boys' Hockey Team uses the West Haven facilities, which does not have availability for the Girls' program. The 2013-2014 hourly rates at the West Haven facilities will be \$375 for practice and \$750 for games. The one-year license agreement needed to be signed in June 2013 in order to secure ice time for the upcoming season.

Mr. Levine noted that Athletic Director Paul Mengold would like to "lock-in" an agreement for five years. The hourly rate for practices would increase from \$250 in 2013-2014 to \$330 in 2017-2018; and the hourly rate for games would increase from \$400 in 2013-2014 to \$480 in 2017-2018. Mr. Levine would like authorization for a five-year agreement.

Mr. Stirling noted that the District is required to expand the Girls' Ice Hockey. This is a better deal than what is offered in West Haven.

Move to authorize the Director of Finance and Administration to sign a four-year license agreement commencing with the 2014-2015 ice season and ending with the 2017-2018 ice season, at the hourly ice rental rates for practices of \$270, \$290, \$310, \$330, respectively, and the hourly ice rental rates for games of \$420, \$440, \$460, \$480, respectively (Mr. Stirling, 2d Mr. Grasso).

Vote in favor unanimous.

Motion passed.

9. Discussion of Monthly Financial Statements

A. Fiscal Year 2012-2013

Mr. Giglietti noted that it appears we budgeted for more special education students than we had. Mr. Levine said that every child was taken care of as they should be, but the cost was less than what was budgeted for. There may be new situations coming up.

B. Fiscal Year 2013-2014

Mr. Giglietti asked what the status is on the Black Box Theater. Dr. Nast said that the theater can be used, but a bit more work needs to be completed after school starts.

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

A. Fiscal Year 2012-2013

B. Fiscal Year 2013-2014

There was no discussion.

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

A. Fiscal Year 2012-2013

Replace District Offices Air Handler

Mr. Saisa was called to participate in this discussion. Mr. Levine noted that Ms. Lumas and the finance staff are very close to closing the books. Mr. Saisa has reported that the air handler that serves the District Offices has failed and is beyond its useful life. On June 24, 2013, the blower motor housing and supports failed and caused significant damage to the unit. The unit provides all tempered fresh air to this space. This particular unit had been in the five-year capital improvement forecast for replacement during the summer of 2013, but was pushed out a year to limit the budget impact for 2013-2014 in hopes it would last another year. It did not. The air handler was working at 100% each day during the heat wave and essentially came apart. The welds that hold the blower motor assembly together failed and the blower motor flew off of its mounting. Our maintenance staff was able to cobble it together with fine ingenuity, but it will not last and needs to be replaced before the winter hits. If it fails during winter months, we run the risk of freezing up the building as warm air will not be able to be distributed to keep the sprinkler and domestic water pipes from freezing.

Mr. Levine asked vanZelm to help with an “educated” budget price to facilitate the replacement of the unit. The cost including all of the engineering, bid specification preparation, construction, and construction supervision is \$177,494. VanZelm prepared the cost estimate free of charge. The engineering and structural analysis needed to design the project will commence immediately if funding is approved for this project. Mr. Levine recommends we move forward with the replacement of the air handler for the District Office complex so the installation can take place mid-fall, prior to the cold weather season.

Mr. Levine noted that year-end funds will likely be available. Leftover funds are available from special education and salaries, and FEMA funds can go toward this expense. If the estimate is beyond what will be used, money can be re-designated to the towns at a later date.

Discussion:

Mr. Giglietti noted that the surplus resulted from Mr. Levine’s conservative estimates. The towns should still get money returned. He supports this plan.

Mr. Blake questioned what will happen if the bids come in over \$177,494.

Mr. Giglietti noted that money could be used from the Contingency Account.

Mr. Grasso questioned the timetable for getting the work completed.

It was noted that the bid could be put out in two weeks and work might begin as early as the first week in October.

Mr. Nast noted that having the work done at that point would be good because neither air nor heat would be needed.

Mr. Stirling said that if the system failed during the winter, it is a potential disaster. Mr. Saisa agreed.

*Move to transfer \$177,494 of the 2012-2013 available funds to the Reserve Fund for Capital and Nonrecurring Expenditures for the replacement of the air handler for the District Office complex (Mr. Giglietti, 2d Mr. Nuzzo).
Vote in favor unanimous. Motion passed.*

Fiscal Year 2013-2014

Mr. Levine said that there are issues with special education that could affect the budget. In the area of self-insurance, during the month of July there were many claims and we are looking at why. This is something that is seen with self-insurance, claims go up and down.

Mr. Levine requested a budget transfer of \$7,750. During the transition to fill the vacant District Technology Coordinator position, Dr. Brady authorized hiring TBNG Consulting of West Haven. During July, the firm spent 50.5 hours helping with PSIS reporting and network consulting. We plan to use this firm only periodically as needed. A budget transfer request for \$7,750 UNF has been made to pay TBNG Consulting for services rendered in July. The funding will come from the savings realized from the vacancy in the District Technology Coordinator position.

Move to make the following budget transfer to pay \$7,750 to TBNG Consulting of West Haven for technology consulting services (Mr. Nuzzo, 2d Mr. Grabowski).

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-14-2350-5112	Classified Salaries	\$7,750	
05-14-2310-5330	Other Prof. & Tech. Svcs.		\$7,750

Vote in favor unanimous.

Motion passed.

Mr. Stirling said that he would like to welcome the interim superintendent. Mr. Nast thanked him and said that this is his third time serving in this role at Amity. When he was here seven to eight years ago, he learned a great deal from his experiences dealing with the budget and with air quality issues affecting the District at the time. He said the culture is much different now. All discussions are now dealing with what happens in the

classroom and what is best for kids. He has attempted to meet as many stakeholders as he can. Everybody is very positive and he sees some great things happening here. The District shows commitment to academics, arts, and athletics.

Mr. Giglietti said that he came to know Mr. Nast from his previous work at Amity. Mr. Nast saw Amity through a difficult time when the District experienced budget problems. A group of 18 people would go line by line through the budget and had to give unanimous approval. Out of that experience, this Committee was formed.

12. Adjourn

*Motion to adjourn the meeting at 6:13 p.m. (Mr. Giglietti, 2d Mr. Grabowski).
Vote in favor unanimous.*

Motion passed; meeting adjourned.

Respectfully submitted,
Marianne Lippard, recording clerk