

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

*Dr. Charles Dumais*  
*Superintendent of Schools*

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**AMITY REGIONAL BOARD OF EDUCATION**

*February 8, 2016*

A regular meeting of the Amity Regional Board of Education will be held on Monday, February 8, 2016, at 6:30 p.m. at **\*Amity Middle School, Orange Campus, 100 Ohman Ave. Orange.**

**\*Please note change of location**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Swearing in of New Board Member
4. Presentation of Awards to Boys' Cross Country State Champions
5. Approval of Minutes
  - a. Regular BOE Meeting January 11, 2016 (Enclosure) pg. 3
6. Presentation and Discussion of Fourth Quarter 2015 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust
7. Public Comment
8. Student Report
9. Correspondence
10. Superintendent's Report
  - a. Personnel Report (Enclosure) pg. 7
  - b. Other
11. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. CABB
    3. Curriculum
    4. Facilities
      - a. Facilities Dept. Monthly Report, January 2016 (Enclosure) pg. 8

## 5. Finance

- a. Discussion and Possible Action on Proposed 2016-2017 Budget
- b. Discussion and Possible Action on Award of Contracts of \$35,000 or More pg . 9
  - 1. Extension of Electricity Rate
- c. Discussion of Monthly Financial Statements pg . 10
- d. Director of Finance and Administration Approved Transfers Under \$3,000 pg . 43
- e. Discussion and Possible Action on New Funding Request pg . 45
- f. Other
  - 1. Update on Savings from Natural Gas Pricing Decision pg . 47
  - 2. Planned Budget Presentations to Member Town Boards of Finance

## 6. Policy

## 7. Personnel

- a. Discussion of Nurses' Contract – Executive Session
- b. Vote on Nurses' Contract

## 12. Items for the Next Agenda

## 13. Adjournment

**NOTE:** All Board Members are invited to attend committee meetings.  
A quorum of the Board may be present.




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Charles Dumais, Ed.D.  
Superintendent of Schools

CD/kfw

pc: Town Clerks: Bethany / Orange / Woodbridge

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

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

MINUTES

**BOARD MEMBERS PRESENT** Chairman William Blake, Mr. John Belfonti, Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Mr. Steven DeMaio, Ms. Amy Esposito, Mr. Thomas Hurley, and Ms. Diane Urbano.

**BOARD MEMBERS ABSENT:** Mr. James Stirling, Ms. Tracy Lane Russo, Ms. Sheila McCreven.

**Staff members present:** Dr. Charles Dumais, Ms. Terry Lumas, Mr. Kevin Keller, Mr. Jason Woods, Dr. Marie McPadden, Ms. Anna Mahon, Ms. Mary Raiola, Dr. Charles Dellinger, Ms. Kathleen Fuller-Cutler, Ms. Vicky Fielosh, and Mr. Ernie Goodwin.

**Also present:** Mrs. Ruth Natzel, Mr. R. J. Kaoud, and other members of the public.

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, January 11, 2016 at 6:30 pm in the presentation room at the Amity District Offices.

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:50 pm.

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

Dr. Dumais mentioned that the children of 2 Board members, Ms. Cardozo and Ms. McCreven had recently been recognized by The New Haven Register for their excellence on the Amity volleyball team.

3. **Approval of minutes.**

A. Regular BOE meeting, December 14, 2015 (enclosure)

*Motion by Mr. Hurley, 2<sup>nd</sup> by Mr. Belfonti to accept the minutes as submitted.*

Corrections on page 5 by Ms. Cohen; correction by Ms. Cardozo to the spelling of Anna Mahon's last name.

*The Chairman called the question to accept the minutes as amended.*

Vote unanimous

Motion carried

4. **Public Comment** - None

5. **Student Report**

Mr. R. J. Kaoud gave an update on events at Amity High School over the past month as well as informing the Board about upcoming events. He reported on activities of each of the 4 grades as well as clubs, athletics, theater, student government and community service. He stated that the Principal's Committee is looking at other ways to make school improvements similar to the refurbishing of the senior lounge. A survey of teachers and students regarding the various software and websites being used for instruction is taking place. The survey results will be used to help the administration and the technology department make decisions regarding what tools are best to use for the students and teachers. There will be an 8<sup>th</sup> Grade Parents Night on January 26<sup>th</sup> sponsored by the administration.

*Motion by Mr. Hurley, 2<sup>nd</sup> by Ms. Cohen to move to item 11A 5A on the agenda.*

Vote unanimous

Motion carried

11. **Chairman's report**

5. Finance (attachment)

Three representatives from Mahoney Sabol (Ms. Jennifer Hawkins, Ms. Amanda Backhaus and Ms. Samantha Thomas) presented the highlights of the audit report. This is the 6<sup>th</sup> year in a row that Amity has had a clean audit with no issues. There were questions from the Board regarding OPEB funding and recommended debt service/bond funding; all questions were answered by the audit team.

**A. Discussion and possible action on audited financial statements.**

1. Review of audited financial statements by auditors
2. Discussion and possible action to accept annual financial statements

*Motion by Mr. Hurley, 2<sup>nd</sup> by Ms. Cohen to accept the Annual Financial Statements for the period ending June 30, 2015.*

Vote unanimous

Motion carried

3. Discussion and possible action to return funds to member towns.

*Motion by Mr. Browe, 2<sup>nd</sup> by Ms. Cohen to authorize the Superintendent of Schools to return to the Member Towns a balance of \$1,062,139, as follows: Town of Bethany \$221,148; Town of Orange \$522,754; Town of Woodbridge \$318,237.*

Vote unanimous

Motion carried

Mr. Blake thanked Dr. Dumais, Mr. Levine, Ms. Lumas and their staff for their excellent work regarding the budget.

**6. Acceptance of donation to Amity Regional High School Drama Program.**

*Motion Ms. Cohen, 2<sup>nd</sup> by DeMaio to accept the very generous donation of \$15,000 from the Flaumenhaft Family for the Amity Drama Department to help with the cost of theatre production and supplies.*

Ms. Esposito asked if there were any time constraints on the use of these funds and Dr. Dumais said that there were not.

Vote unanimous

Motion carried

**7. Presentation and discussion of Superintendent's proposed 2016-2017 budget (attachment)**

Dr. Dumais thanked the district leadership team for their work in developing the budget along with Mr. Levine and Ms. Lumas and their staff, as well as commending the financial team for their 6<sup>th</sup> consecutive clean audit.

Dr. Dumais highlighted certain items in the budget that are fluid items because they are contingent on decisions made by the member towns, by the State legislature, etc. He also pointed out the following pages: 20 (budget drivers); 29 (choice versus risk); pages 34 and 67 (bonding); page 73 (items used to establish the budget forecast for which feedback from towns would be encouraged and appreciated).

Dr. Dumais stated that 95% of the budget increase is salaries, benefits and special education.

Mr. DeMaio inquired about the possibility of taking special education students on a tuition basis; Ms. Raiola and Dr. Dumais will investigate this possibility.

Ms. Esposito questioned the bonding items, specifically that the turf field project was included with all the others; Dr. Dumais stated that this could be separated out.

Mr. Hurley asked whether the 5-year technology plan would be bonded; answer is that this cannot be bonded.

Mr. Browe commented on the Bring Your Own Device (BYOD) policy versus implementing one system and to look at the possibility of having Chromebooks for each student. Shawn DeRosa (technology director) is currently at a conference investigating this very subject. There is also a survey taking place among students and teachers regarding software program and device use as mentioned by Mr. Kaoud in his Student Report.

**8. Update on federally-mandated café price increases (enclosure)****A. Discussion and possible action on audited financial statements**

1. Review of audited financial statements by auditors
2. Discussion and possible action to accept annual financial statements
3. Discussion and possible action to return funds to member towns

Ms. Lumas updated the Board regarding the adjustment of à la carte and adult meal prices to be in line with USDA mandates; the price for student meals has not changed.

**9. Correspondence - none****10. Superintendent's Report****A. Personnel Report – (enclosure)**

**B. Other**

Dr. Dumais highlighted items on his report.

The Education Commissioner sent a letter to all Superintendents regarding the consequences for schools that do not have a high enough participation in standardized tests.

Two student trips are scheduled; one to China in April as part of an exchange with Chinese students coming to Amity at a future date, and a trip to Quebec in February for students taking French.

Dr. Dumais has contacted CAFE for help with educating new Board members and he has met with ACES regarding student credit recovery.

**11. Chairman's Report -****A. Committee Reports****1. ACES - none****2. CAFE - There is an upcoming legislative breakfast on February 2<sup>nd</sup> at Derby High School.****3. Curriculum – The Curriculum Committee will be meeting on January 27<sup>th</sup>.****4. Facilities – The Facilities Committee has not met.****A. Facilities Department monthly report, December 2015 (enclosure)****5. Finance****B. Discussion of Monthly Financial Statements****C. Director of Finance and Administration approved transfers under \$3,000****D. Discussion and possible action on budget transfers of \$3,000 or more**

*Motion by Ms. Cohen 2<sup>nd</sup> by Mr. Hurley to transfer \$7,000 for the Amity Regional High School Science Department 5611 – Instructional Supplies Account to the District Technology Department 5690 – Other Supplies account for the purpose of purchasing Chrome books.*

Vote unanimous

*Motion by Ms. Cohen, 2<sup>nd</sup> by Mr. Hurley to make the following budget transfer to purchase Stage Tek Decks for Amity Middle School – Orange Campus: From 05-15-0000-5850 Contingency account to 02-11-1010-5730 Equipment, new.*

Vote unanimous

Motion carried

Mr. Levine pointed out an item on page 118, \$350,000, which could possibly be used to purchase one of the bond items; no vote would be necessary. He also commended Ms. Lumas and her staff to the Board as the ones who have done the "real" work on the budget.

**E. Discussion and possible action on new funding requests****6. Policy****A. Second reading and discussion and possible action on the following:****1. Policy 5141 – Student Health Services****2. Policy 5141.21 - Administering medications****3. Policy 5141.22 – Communicable disease****4. Policy 5141.231 – Psychotropic drugs****5. Policy 5141.25 - Special healthcare needs****6. Policy 5141.3 – Immunizations**

*Motion by Mr. Hurley, 2<sup>nd</sup> by Ms. Cohen to approve all 6 policies.*

Mr. Hurley noted that these policies are all mandated.

Vote unanimous

Motion carried

**7. Personnel**

One contract has moved to arbitration and the nurses' contract has been ratified by the nurses; either a meeting or executive session will be scheduled for a mid-year performance conversation with Dr. Dumais.

Mr. Browe asked if there are social workers on staff; Dr. Dumais answered that Amity does have personnel who serve in the role of social workers and that he would get back to the Board with the exact number.

**12. Items for next agenda – please forward any items to Dr. Dumais or Mr. Blake.**

**13. Adjournment**

*Motion by Mr. Hurley, 2<sup>nd</sup> by Ms. Cohen to adjourn at 9:10 pm.*

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

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

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



*Charles S. Dumais, Ed.D.*  
*Superintendent of Schools*

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*phone: 203.392.2106*  
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February 8, 2016

**To: Members of the Board of Education**

**From: Charles Dumais, Superintendent of Schools**

**Re: Personnel Report**

**New Hire(s):**

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

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

Jennifer Carvalho – P/T Math Teacher – Jennifer returns to Amity after several years of various international and domestic teaching assignments. She is a graduate of Southern Connecticut State University getting her degree in Mathematics education.

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

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

**Coaches:**

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

Jaime Perrotti – Asst. Varsity Dance Team

**Amity Reg. Middle Schools – Bethany / Orange: NONE**

**Leave(s) of Absence:**

Kim Bennett – History/Social Studies – Amity MS-Orange (Jan.-Mar.)

**Resignation(s):**

**Certified: NONE**

**Classified: NONE**

**Coaches: NONE**

**Retirement(s): NONE**

January, 2016

CLEAN

SAFE

HEALTHY

SCHOOLS

## Amity Regional School District No. 5

### Facilities Department Monthly Report

#### Completed Projects:

- The Retro-commissioning report was completed along with cost estimates for the needed measures. Planning is underway to fund and schedule the necessary work.
- A circulating pump on air handler three at Amity Regional High School began leaking. It was replaced by in-house personnel.
- Many different LED fixtures were installed as samples to ensure the new energy efficiency initiatives would provide acceptable light in the areas being changed out.
- A leaking heating valve in Room 31 at Amity Regional High School was replaced by in-house personnel.
- Two potholes at Amity Regional High School were temporarily repaired with cold patch.
- On January 15, a capacitor on a fan motor in a unit ventilator at Amity Middle School, Orange Campus, failed and caused a good amount of smoke. The building was efficiently evacuated. Facilities personnel replaced the motor with one from stock within an hour and the room was successfully deodorized over the weekend.
- A thermostat in the library at Amity Middle School, Bethany Campus, was relocated to provide better control of the heating system.

#### Projects in process:

- The safety straps on the new wrestling hoist were not retracting properly. Warranty replacement is underway.
- Part of the retro-commissioning report listed a storage room in the Industrial Arts room at Amity Regional High School as having inadequate ventilation. Engineering and preliminary investigations have begun to remedy the problem.

#### Outstanding issues to be addressed:

- A comprehensive energy efficiency project with lighting upgrades and installation of the heat exchanger associated with the fuel cell project is being developed. Bids were issued for the new light bulbs and fixtures to upgrade to all LED technology.
- The ripples in the gym floor at Amity Middle School, Orange Campus, did not settle back to normal level as thought by the vendors that looked at the problem. Our gym floor vendor cut out a three foot by three foot section during the Holiday break. There is a high amount of moisture under the floor. Flooring was replaced so the gym will be fully functional for the remainder of the school year. Funding needs to be allocated so the source of the moisture can be found and repaired.

Amity Regional School  
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

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

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



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

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

To: Charles S. Dumais, Superintendent of Schools

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

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

Date: January 29, 2016

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

## **Extension of Electricity Rate:**

Facilities Director Jim Saisa reported, "I met with Mike Horton from Titan Energy yesterday (January 20, 2016) to review utility performance and discuss future electric rates. Our current electric supply rate from the last bid is \$0.0997 per KWH. This rate is good until the December 2016 billing period. Mike Horton shopped our electric usage and if we were to extend our contract with Constellation Energy today, the rate would be approximately \$0.08248 per KWH. Based on our current year budget of 3,913,195 KWHs that would result in an estimated annual savings of over \$67,000. This savings is predicated on KWH usage so as we implement energy conservation measures, the savings will decrease with KWH usage decrease. The \$0.08248 rate would take affect December in 2016 and run for two years through December 2018. In the past, we have sought BOE approval for the superintendent to enter into a fixed price agreement should he deem it advantageous for the District. I would recommend we bring this to the February 2016 BOE meeting for that same approval. That way if a similar rate becomes available after the BOE meeting, we would have the authorization to lock in future budget savings."

***Motion: Move to authorize the Superintendent of Schools to lock-in a set price and term for electricity if he deems it in the best interest of the District. The Director of Finance and Administration will report the set price and term at the next Board meeting.***

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2015-2016**

LINE	CATEGORY	COLUMN 1 2014-2015 ACTUAL	COLUMN 2 2015-2016 BUDGET	COLUMN 3 JAN '16 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 FEB '16 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	MEMBER TOWN ALLOCATIONS	44,208,682	45,348,694	45,348,694	0	45,348,694	0	FAV
2	OTHER REVENUE	249,582	215,266	234,863	0	234,863	19,597	FAV
3	OTHER STATE GRANTS	1,103,952	1,157,411	1,033,333	0	1,033,333	(124,078)	UNF
4	MISCELLANEOUS INCOME	320,498	174,480	198,598	0	198,598	24,118	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	<b>TOTAL REVENUES</b>	<b>45,889,205</b>	<b>46,902,342</b>	<b>46,821,979</b>	<b>0</b>	<b>46,821,979</b>	<b>(80,363)</b>	<b>UNF</b>
7	SALARIES	23,646,038	24,522,504	24,419,712	(9,829)	24,409,883	(112,621)	FAV
8	BENEFITS	5,417,449	5,837,134	5,762,779	26,640	5,789,419	(47,715)	FAV
9	PURCHASED SERVICES	7,080,741	7,862,820	7,473,305	58,049	7,531,354	(331,466)	FAV
10	DEBT SERVICE	4,799,303	4,743,788	4,743,788	0	4,743,788	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,987,631	3,051,561	3,036,296	(28,285)	3,008,011	(43,550)	FAV
12	EQUIPMENT	286,652	245,855	249,859	0	249,859	4,004	UNF
13	IMPROVEMENTS / CONTINGENCY	9,860	493,000	422,170	(17,677)	404,493	(88,507)	FAV
14	DUES AND FEES	119,827	145,680	145,680	0	145,680	0	FAV
15	TRANSFER ACCOUNT	346,445	0	495,086	0	495,086	495,086	UNF
16	<b>TOTAL EXPENDITURES</b>	<b>44,693,946</b>	<b>46,902,342</b>	<b>46,748,675</b>	<b>28,898</b>	<b>46,777,573</b>	<b>(124,769)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>1,195,259</b>	<b>0</b>	<b>73,304</b>	<b>(28,898)</b>	<b>44,406</b>	<b>44,406</b>	<b>FAV</b>
18	PLUS: CANCELLATION OF PRIOR YEARS ENCUMBRANCES	16,880	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	(150,000)	0	0	0	0	0	FAV
20	<b>NET BALANCE / (DEFICIT)</b>	<b>1,062,139</b>	<b>0</b>	<b>73,304</b>	<b>(28,898)</b>	<b>44,406</b>	<b>44,406</b>	<b>FAV</b>

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2015-2016**

LINE	CATEGORY	COLUMN 1 2014-2015 ACTUAL	COLUMN 2 2015-2016 BUDGET	COLUMN 3 JAN '16 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 FEB '16 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	BETHANY ALLOCATION	9,204,690	9,441,145	9,441,145	0	9,441,145	0	FAV
2	ORANGE ALLOCATION	21,758,187	22,400,894	22,400,894	0	22,400,894	0	FAV
3	WOODBIDGE ALLOCATION	13,245,805	13,506,655	13,506,655	0	13,506,655	0	FAV
4	MEMBER TOWN ALLOCATIONS	44,208,682	45,348,694	45,348,694	0	45,348,694	0	FAV
5	ADULT EDUCATION	3,434	3,405	3,353	0	3,353	(52)	UNF
6	PARKING INCOME	30,181	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	2,799	1,500	2,000	0	2,000	500	FAV
8	ATHLETICS	27,258	32,500	32,500	0	32,500	0	FAV
9	TUITION REVENUE	75,864	72,985	92,134	0	92,134	19,149	FAV
10	TRANSPORTATION INCOME	110,046	74,876	74,876	0	74,876	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	249,582	215,266	234,863	0	234,863	19,597	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,103,952	1,157,411	1,033,333	0	1,033,333	(124,078)	UNF
15	OTHER STATE GRANTS	1,103,952	1,157,411	1,033,333	0	1,033,333	(124,078)	UNF
16	RENTAL INCOME	26,025	3,500	25,000	0	25,000	21,500	FAV
17	DESIGNATED FROM PRIOR YEAR	266,000	150,000	150,000	0	150,000	0	FAV
18	OTHER REVENUE	28,307	20,980	23,598	0	23,598	2,618	FAV
19	TRANSFER IN	166	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	320,498	174,480	198,598	0	198,598	24,118	FAV
21	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
22	TOTAL REVENUES	45,889,205	46,902,342	46,821,979	0	46,821,979	(80,363)	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 2015-2016**

LINE	CATEGORY	COLUMN 1 2014-2015 ACTUAL	COLUMN 2 2015-2016 BUDGET	COLUMN 3 JAN '16 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 FEB '16 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,722,737	20,383,773	20,235,047	(11,428)	20,223,619	(160,154)	FAV
2	5112-CLASSIFIED SALARIES	3,923,301	4,138,731	4,184,665	1,599	4,186,264	47,533	UNF
3	<b>SALARIES</b>	<b>23,646,038</b>	<b>24,522,504</b>	<b>24,419,712</b>	<b>(9,829)</b>	<b>24,409,883</b>	<b>(112,621)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	317,397	327,104	327,782	(132)	327,650	546	UNF
5	5210-FICA - ER	245,870	253,321	253,915	(103)	253,812	491	UNF
6	5220-WORKERS' COMPENSATION	202,731	250,807	220,492	0	220,492	(30,315)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,491,099	4,080,297	4,037,760	26,875	4,064,635	(15,662)	FAV
8	5860-OPEB TRUST	175,000	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	40,513	45,520	43,718	0	43,718	(1,802)	FAV
10	5275-DISABILITY INSURANCE	8,623	9,602	8,629	0	8,629	(973)	FAV
11	5280-PENSION PLAN - CLASSIFIED	738,934	772,191	772,191	0	772,191	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	80,780	39,000	39,000	0	39,000	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	0	2,000	2,000	0	2,000	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	96,402	47,292	47,292	0	47,292	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	20,100	10,000	10,000	0	10,000	0	FAV
16	<b>BENEFITS</b>	<b>5,417,449</b>	<b>5,837,134</b>	<b>5,762,779</b>	<b>26,640</b>	<b>5,789,419</b>	<b>(47,715)</b>	<b>FAV</b>
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	17,663	26,810	26,810	0	26,810	0	FAV
18	5327-DATA PROCESSING	65,367	78,138	78,138	0	78,138	0	FAV
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	905,144	1,118,120	1,118,120	0	1,118,120	0	FAV
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	88,876	96,195	96,195	0	96,195	0	FAV
21	5510-PUPIL TRANSPORTATION	2,511,292	2,831,153	2,627,289	(4,547)	2,622,742	(208,411)	FAV
22	5521-GENERAL LIABILITY INSURANCE	196,758	205,831	199,901	0	199,901	(5,930)	FAV
23	5550-COMMUNICATIONS: TEL, POST, ETC.	92,022	111,362	111,362	0	111,362	0	FAV
24	5560-TUITION EXPENSE	3,127,149	3,323,310	3,143,589	62,596	3,206,185	(117,125)	FAV
25	5590-OTHER PURCHASED SERVICES	76,470	71,901	71,901	0	71,901	0	FAV
26	<b>PURCHASED SERVICES</b>	<b>7,080,741</b>	<b>7,862,820</b>	<b>7,473,305</b>	<b>58,049</b>	<b>7,531,354</b>	<b>(331,466)</b>	<b>FAV</b>

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2015-2016**

LINE	CATEGORY	COLUMN 1 2014-2015 ACTUAL	COLUMN 2 2015-2016 BUDGET	COLUMN 3 JAN '16 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 FEB '16 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
27	5830-INTEREST	1,514,303	1,388,788	1,388,788	0	1,388,788	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,285,000	3,355,000	3,355,000	0	3,355,000	0	FAV
29	DEBT SERVICE	4,799,303	4,743,788	4,743,788	0	4,743,788	0	FAV
30	5410-UTILITIES, EXCLUDING HEAT	846,736	822,839	824,512	(41,557)	782,955	(39,884)	FAV
31	5420-REPAIRS, MAINTENANCE & CLEANING	730,559	703,182	703,182	20,272	723,454	20,272	UNF
32	5611-INSTRUCTIONAL SUPPLIES	353,751	366,819	359,819	0	359,819	(7,000)	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	176,467	206,478	206,478	0	206,478	0	FAV
34	5620-OIL USED FOR HEATING	122,270	87,016	44,430	0	44,430	(42,586)	FAV
35	5621-NATURAL GAS	86,384	97,000	122,648	(7,000)	115,648	18,648	UNF
36	5627-TRANSPORTATION SUPPLIES	178,611	132,785	132,785	0	132,785	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	39,066	126,149	126,149	0	126,149	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	23,356	20,797	20,797	0	20,797	0	FAV
39	5690-OTHER SUPPLIES	430,431	488,496	495,496	0	495,496	7,000	UNF
40	SUPPLIES (INCLUDING UTILITIES)	2,987,631	3,051,561	3,036,296	(28,285)	3,008,011	(43,550)	FAV
41	5730-EQUIPMENT - NEW	63,443	39,170	44,970	0	44,970	5,800	UNF
42	5731-EQUIPMENT - REPLACEMENT	223,209	206,685	204,889	0	204,889	(1,796)	FAV
43	EQUIPMENT	286,652	245,855	249,859	0	249,859	4,004	UNF
44	5715-IMPROVEMENTS TO BUILDING	0	60,000	60,000	0	60,000	0	FAV
44a	5715-FACILITIES CONTINGENCY	0	100,000	100,000	0	100,000	0	FAV
44b	TRSF. FROM FACILITIES CONTINGENCY	0	0	0	(20,272)	(20,272)	(20,272)	FAV
45	5720-IMPROVEMENTS TO SITES	9,860	183,000	117,970	2,595	120,565	(62,435)	FAV
46	5850-DISTRICT CONTINGENCY	0	150,000	150,000	0	150,000	0	FAV
46a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	0	0	(5,800)	0	(5,800)	(5,800)	FAV
47	IMPROVEMENTS / CONTINGENCY	9,860	493,000	422,170	(17,677)	404,493	(88,507)	FAV
48	5580-STAFF TRAVEL	23,435	20,157	20,157	0	20,157	0	FAV
49	5581-TRAVEL - CONFERENCES	24,299	25,232	25,232	0	25,232	0	FAV
50	5810-DUES & FEES	72,093	100,291	100,291	0	100,291	0	FAV
51	DUES AND FEES	119,827	145,680	145,680	0	145,680	0	FAV
52	5856-TRANSFER ACCOUNT	346,445	0	495,086	0	495,086	495,086	UNF
53	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
54	TOTAL EXPENDITURES	44,693,946	46,902,342	46,748,675	28,898	46,777,573	(124,769)	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 2015-2016**



**FEBRUARY 2016**

This monthly financial report provides a comprehensive analysis of current and projected revenues and expenditures. New or revised comments and figures from the prior forecast report are highlighted in ***boldface italics*** for future monthly reports for this fiscal year.

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**2015-2016 FORECAST**

**Potential Use of Unspent Fund Balance:**

**The Superintendent of Schools plans to ask the Amity Finance Committee and Amity Board of Education to transfer these funds from the unspent fund balance into the Reserve for Capital Nonrecurring Expenditures prior to closing the books for this fiscal year. The Amity Finance Committee and Amity Board of Education will be asked to consider these requests at their August meeting.**

The District refinanced some of its bonds on the 1990's construction projects some years ago and saved a significant amount of interest expense. The State has calculated we owe a refund of the grant paid of **\$145,086 UNF**. The State has reported this on its website for the past several years but has not yet requested the money. If in several years the State fails to request these funds, the Amity Board of Education can return the money to the member towns. This appears in the Transfer Account on page 4, column 6, line 53.

The forecast includes **\$350,000 UNF** of the unspent fund balance will be designated to purchase one or more of the items in the proposed 2016-2017 bond issue. In this way, the taxpayers will not pay any interest to borrow these funds to do one of the facilities projects. This appears in the Transfer Account on page 4, column 6, line 53.

## OVERVIEW

The total cost savings and efficiencies for 2015-2016 to-date are **\$125,911 FAV**. Please refer to Appendix B for the complete list of initiatives.

*Potential Savings for Future Years: If the proposed extension of the electricity contract is approved, there is an estimated annual savings of \$67,000 for electricity. The lower rate would start in December 2016 and run for two years through December 2018.*

The projected unspent fund balance for this fiscal year is **\$44,406 FAV**, which appears on page 1, column 6, line 20. The primary reasons for the projected fund balance are, as follows:

- **\$158,097 FAV:** “Turnover savings” from replacing teachers and other staff who retired or resigned is over budget.
- **\$30,315 FAV:** The bid price for workers’ compensation insurance premium was under budget. The payroll audit premium was below budget.
- **\$201,458 FAV:** Special Education Transportation and Tuition **net of Special Education Grants** – We had several students who were budgeted to be outplaced but were not for a number of reasons. These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Any one of these events can have a significant impact, positive or negative, on the District’s special education expenditures.
- **\$65,030 FAV:** The bid for the stone coping repair project at Amity Regional High School was under budget.
- **\$145,086 UNF:** The District owes the State a portion of the interest expense saved by refinancing some of the bonds on the 1990’s construction projects some years ago. The Superintendent of Schools plans to ask the Amity Finance Committee and Amity Board of Education to transfer these funds from the unspent fund balance into the Reserve for Capital Nonrecurring Expenditures prior to closing the books for this fiscal year.
- **\$350,000 UNF:** The forecast projects \$350,000 UNF of the unspent fund balance will be designated to purchase one or more of the items in the proposed 2016-2017 bond issue. In this way, the taxpayers will not pay any interest to borrow these funds to do one of the facilities projects.

### REVENUES BY CATEGORY

The projected yearend balance of revenues are \$80,363 UNF, which appears on page 2, column 6, line 22.

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

The budget is based on the expectation interest rates will remain low.

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
June 2015	0.350 %	0.043 %
July 2015	0.250 %	0.150 %
August 2015	0.400 %	0.170 %
September 2015	0.400 %	0.170 %
October 2015	0.400 %	0.170 %
November 2015	0.400 %	0.170 %
December 2015	0.400 %	0.210 %
<i>January 2016</i>	<i>0.400 %</i>	<i>0.210 %</i>

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

The forecast is based on information from the State.

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

The budget is based on six tuition students, five at full tuition rate and one student at reduced employee rate. The actual tuition charged is higher than budgeted. One new tuition student registered.

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

The State reimbursement rate for 2015-2016 is expected to be 79.0 percent. The estimated decrease in revenues is \$91,735 UNF based on projections of special education transportation and tuition expenses at the budgeted rate of 79.0 percent. The forecast is based on information from the State and the special education tuition and transportation projection.

**LINE 18 on Page 2: OTHER REVENUE:**

The United Illuminating Load Shed credits for the first and second quarters for last fiscal year totaling \$3,272.91 FAV were received in September 2015.



### **EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures are **\$124,769 FAV**, which appears on page 4, column 6, line 55.

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

“Turnover savings” from replacing teachers, who retired or resigned, and leaves-of-absence is over budget by **\$132,194 FAV**. Two teachers are on unpaid leave-of-absence, which is estimated to save **\$25,281 FAV**. An additional ‘turnover savings’ of **\$20,482 FAV** was realized. *The forecast projects savings of \$10,000 FAV from anticipated leaves-of-absences occurring towards the end of the school year. The forecast is based on current staffing.*

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

“Turnover savings” from replacing classified staff, who retired or resigned, is over budget by **\$5,421 FAV**. The Federal government through the State has required our district to use 15 percent of the IDEA grant to train our staff to not over identify white autistic students. The cost of a paraprofessional budgeted in the IDEA grant needed to be shifted to the Board budget (**\$26,284 UNF**) due to the requirement to use 15 percent of the IDEA grant for training. *The forecast is based on current staffing.*

**LINES 3 & 4 on Page 3: 5200 & 5210-MEDICARE & FICA:**

*The forecast is based on the current staff.*

**LINE 6: 5220-WORKERS’ COMPENSATION:**

The bid price for workers’ compensation insurance premium was **\$20,727 FAV** under budget. The payroll audit premium was \$1,219, or **\$9,588 FAV** below budget.

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

The forecast assumes actual claims of current employees and retirees will be the same as budget except for months with actual claims.

Actual employee and retiree claims are **\$11,060 FAV** less than expected. Fees charged are **\$4,602 FAV** under budget. Actual claims and fees are shown below through December 2015.

### CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2015-2016 ACTUAL	2015-2016 BUDGET	2015-2016 VARIANCE	2014-2015 ACTUAL	2013-2014 ACTUAL
JUL	\$424,798	\$360,250	\$64,548	\$311,067	\$430,267
AUG	\$298,314	\$360,250	(\$61,936)	\$336,053	\$381,584
SEP	\$311,187	\$360,250	(\$49,063)	\$282,989	\$306,379
OCT	\$316,592	\$360,250	(\$43,658)	\$368,169	\$312,668
NOV	\$382,903	\$360,250	\$22,653	\$326,683	\$327,966
DEC	\$416,646	\$360,250	\$56,396	\$419,537	\$416,061
JAN		\$360,250		\$284,899	\$402,402
FEB		\$360,250		\$330,398	\$238,891
MAR		\$360,250		\$269,027	\$368,088
APR		\$360,250		\$302,864	\$374,121
MAY		\$360,250		\$291,612	\$314,836
JUN		\$360,250		\$308,985	\$315,712
<b>TOTALS</b>		<b>\$4,323,000</b>	<b>(\$11,060)</b>	<b>\$3,832,283</b>	<b>\$4,188,975</b>

### ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 FORECAST
88.9%	103.8%	87.3%	100.0%	99.7%

Note: 2015-2016 FORECAST of projected claims for this fiscal year as a percentage of expected claims is based on actual year-to-date claims plus budgeted claims for the remainder of the year divided by expected (budgeted) claims.

### FEES OF CURRENT EMPLOYEES AND RETIREES (Stop-Loss Premiums, Network Excess Fees, and Other Fees)

MONTH	2015-2016 ACTUAL	2015-2016 BUDGET	2015-2016 VARIANCE	2014-2015 ACTUAL	2013-2014 ACTUAL
JUL	\$95,297	\$70,000	\$25,297	\$85,723	\$104,334
AUG	\$87,514	\$69,745	\$17,769	\$88,370	\$89,545
SEP	\$73,583	\$69,745	\$3,838	\$96,853	\$94,550
OCT	\$76,154	\$69,745	\$6,409	\$97,604	\$59,835
NOV	\$41,351	\$69,745	(\$28,394)	\$55,394	\$40,563
DEC	\$40,224	\$69,745	(\$29,521)	\$47,437	\$40,321
JAN		\$69,745		\$47,120	\$44,201
FEB		\$69,745		\$46,962	\$43,730
MAR		\$69,745		\$46,314	\$33,847
APR		\$69,745		\$46,798	\$30,543
MAY		\$69,745		\$46,805	\$41,930
JUN		\$69,745		\$47,120	\$41,781
<b>TOTALS</b>		<b>\$837,195</b>	<b>(\$4,602)</b>	<b>\$752,500</b>	<b>\$665,180</b>

**LINE 9: 5260-LIFE INSURANCE:**

The forecast is based on the current staff.

**LINE 10: 5275-DISABILITY INSURANCE:**

The forecast is based on the current staff.

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

Special Education Transportation is a projected variance of *\$208,411 FAV (previously \$203,864 FAV)*.

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

The bid price for liability, automotive and property insurance premium was **\$1,972 UNF** over budget. The bid price for student accident insurance premium was **\$1,677 UNF** over budget. The Connecticut Interlocal Risk Management Agency (CIRMA) has notified the District that we will be receiving a rebate of **\$9,579 FAV**.

**LINE 24 on Page 3: 5560-TUITION EXPENSE:**

Tuition has a projected variance of *\$117,125 FAV (previously \$179,721 FAV)*.

Tuition for the vo-ag schools has a projected variance of *\$13,097 FAV (previously \$16,883 FAV)*.

	<b>FY11-12 ACTUAL</b>	<b>FY12-13 ACTUAL</b>	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 BUDGET</b>	<b>FY15-16 FORECAST</b>
Sound	6	8	7	5	6	4
Trumbull	3	2	2	2	4	3
Nonnewaug	3	2	2	1	3	5(3)
Common Guard Charter HS	0	0	0	1	1	1
ACES Wintergreen Magnet	0	2	1	0	0	0
King Robinson Magnet	0	0	0	0	0	1
Totals	12	14	12	9	14	14(12)

ECA has a projected variance of *\$21,901 FAV*.

	<b>FY11-12 ACTUAL</b>	<b>FY12-13 ACTUAL</b>	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 BUDGET</b>	<b>FY15-16 FORECAST</b>
ECA	26	26	26	26	26	22

Public (ACES) and private out-of-district placements has a projected variance of \$82,127 FAV (previously \$140,937 FAV).

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 BUDGET	FY15-16 FORECAST
Public SPED	6	8	6	10	10	6
Private SPED	24	21	25	24	23	28(29)
Totals	30	29	31	34	33	34(35)

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

The 2015-2016 budget for electricity assumes the use of 3,913,193 kilowatt hours at an average price of \$0.1900 per kilowatt hour, or a cost of \$743,506. *The forecast assumes the use of 3,831,602 kilowatt hours (previously 3,913,193 kilowatt hours) at an average price of \$0.1832 per kilowatt hour (previously \$0.1900 per kilowatt hour), or a favorable variance of \$41,557 UNF.*

*Electricity was budgeted at \$0.1900 per kilowatt hour, and the current average price through the first half of the fiscal year is \$0.1732 per kilowatt hour. Thus, the average price is lower than budget. The usage is projected to be under budget for several reasons. First, we have made more adjustments to the operation of the HVAC equipment, which has resulted in kilowatt per hour usage savings. Second, Technology has greatly reduced the number of servers that run the District's data infrastructure, which has reduced energy consumption. Third, the number of degree days in October 2015 was higher than the previous two years, which led to much less need for air conditioning, resulting in less kilowatt usage.*

**ELECTRICITY (KILOWATT HOURS)**

MONTH	2015-2016 ACTUAL	2015-16 BUDGET	2015-16 VARIANCE	2014-2015 ACTUAL	2013-2014 ACTUAL
JUL	339,296	350,380	(11,084)	321,976	353,041
AUG	374,855	353,327	21,528	331,999	355,228
SEP	361,951	357,369	4,582	349,784	369,190
OCT	293,904	303,582	(9,678)	292,657	310,925
NOV	276,758	292,695	(15,937)	287,227	294,532
DEC	269,037	301,518	(32,481)	297,565	295,361
JAN		316,251		290,906	322,535
FEB		317,768		319,356	323,318
MAR		313,876		321,785	306,728
APR		323,607		304,672	300,730
MAY		338,033		318,196	324,543
JUN		344,787		336,991	329,909
TOTALS		3,913,193	(43,070)	3,773,114	3,886,040

Loan payments will total \$14,583. The budget assumes there will not be a Load Shed credit.

The budget for propane is \$5,250. The forecast is \$3,150, or **\$2,100 FAV** under budget.

Sewer costs are budgeted at \$28,000. The forecast is \$31,773, or **\$3,773 UNF** over budget.

The budget for water is \$31,500, which is the forecast.

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

Below is a list of repair items not specifically included in the budget. At this time, we are projecting no budget transfers will be needed to cover these expenditures.

- We received an alarm on one of the large sewage ejection pumps at Amity Regional High School. The seal on the pump was leaking. The cost to repair the pump was \$4,300 UNF.
- The sign in front of the District Office building had rotted through and needed to be replaced. A replacement sign has been ordered. The unbudgeted expense is \$2,900 UNF.
- The restroom partitions in the boy's locker room at Amity Regional High School were destroyed by vandalism. The unbudgeted expense to replace the stalls is \$4,500 UNF.

Facilities Director Jim Saisa reported, "The ripples in the gym floor at Amity Middle School, Orange Campus did not settle back to normal level as thought by the vendors that looked at the problem. Our gym floor vendor cut out a three foot by three foot section during the Holiday break. There is a high amount of moisture under the floor. Flooring was replaced so the gym will be fully functional for the remainder of the school year. Funding will need to be allocated so the source of the moisture can be found and repaired during the summer of 2016. The repairs could be very costly depending on how much of the floor needs to be removed and the extent of the damage to the concrete foundation."

*Facilities Director Jim Saisa received a quote of \$158,425 to "supply and install Versa shield MBX moisture barrier over the entire floor." Until work is started, there is no way to know if the entire floor will need to be replaced. Furthermore, it is possible we will need to hire a civil engineer to determine the cause of water intrusion if the obvious cause is not evident. We plan to request budget transfers from accounts yet to be determined to cover the costs.*

*Facilities Director Jim Saisa reported, "We received the retro-commissioning report from vanZelm. I met with the Superintendent to discuss the report. One of the recommendations deals with the Tech Lab at Amity Regional High School, room 165. There is a 772 gallon acid neutralization tank installed in the floor of the tool room that the science wing classrooms drain into. The tank was installed without proper ventilation. We have tried numerous repairs to remedy the rotten egg smell over the years to no avail. The Superintendent and I believe we should remedy the problem with the properly engineered design and subsequent implementation. The Superintendent would like to find the money to accomplish this as soon as possible. The total estimated cost is \$20,272." Dr. Dumais spoke with Board Chair William Blake and agreed this project should proceed prior to the February meetings of the Amity Finance Committee and Amity Board of Education due to the health and safety of students and staff. Therefore, the project has been approved. A budget transfer of \$20,272 FAV has been taken from the facilities contingency budget to pay for it.*

*The budget for snow removal and sanding is \$59,745. The costs incurred as of January 28, 2016, are \$9,450. The forecast assumes the entire budget for snow removal and sanding will be used.*

**DEGREE DAYS:** *The number of degree days through December 2015 are 1,056 compared to the prior year's same period of 1,198.*

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

The Science Department budgeted for the replacement of lab technology equipment to replace overused equipment (lab probes, etc. for Environmental Earth Science and Physics classes). Due to updated technology that has been released in the last several months, the new lab technology equipment can now be used with Chrome books and is cheaper than the original requested equipment that can only work with desktop computers. Based on this update, we are requesting permission to purchase a class set of Chrome books this fiscal year to be used in conjunction with the Chrome book-compatible equipment. This equipment is necessary and would be used during the current school year. The forecast includes the purchase of Chrome books for a Science class by transferring **\$7,000 FAV** from the Science Department's 5611 – Instructional Supplies account to the Technology Department's Other Supplies account.

**LINE 34 on Page 4: 5620-OIL USED FOR HEATING:**

The budget is \$87,016. Each middle school is budgeted to use 20,000 gallons, or a total of 40,000 gallons, at a price of \$2.1379 per gallon, or \$85,516. The budget includes \$1,500 for the generators at all three schools. The installation of the natural gas line at Amity Middle School – Orange Campus will result in 20,000 gallons of heating oil not being needed. This is a favorable variance of **\$42,758 FAV** (20,000 gallons at the budget price of \$2.1379). The projected usage at Amity Middle School – Bethany Campus is 20,000 gallons, same as budgeted. However, the forecasted price is \$2.1465 per gallon, or an unfavorable price variance of **\$172 UNF**.

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

The installation of the natural gas line at Amity Middle School – Orange Campus will increase the use of natural gas. The forecast assumes the cost will be two-thirds of the cost of heating oil, or \$28,648 UNF. *This Fall was warmer than recent Fall weather. The forecast for natural gas was reduced by \$10,000 FAV (previously \$3,000 FAV).*

**LINE 39 on Page 4: 5690-OTHER SUPPLIES:** The forecast includes the purchase of Chrome books for a Science class by transferring \$7,000 UNF from the Science Department's 5611 – Instructional Supplies account to the Technology Department's Other Supplies account.

**LINE 41 on Page 4: 5730-EQUIPMENT-NEW:**

A budget transfer of \$5,800 UNF was made from the Contingency Account to purchase Stage Tek decks for Amity Middle School – Orange Campus. The Principal stated, "The Stage Tek Decks will allow us to use the stage for the band and the strings and give back floor space for the audience which has also increased as the number of student performers has increased. In addition, we are staging our first musical this year and would like to have the option of placing scenes out front on the decks. With the extreme growth of our music and now theater programs AMSO needs the capability to extend the stage for concerts and theater events."

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

The bid price for snow removal equipment was \$4,124 FAV under budget. A 3-point spreader attachment for the Kioti tractor was purchased for \$2,328 UNF. This will make the spreading of salt and ice melt much more efficient and safer.

**LINE 44 on Page 4: 5715-IMPROVEMENTS TO BUILDING:**

*The facilities contingency has a budget of \$100,000. The forecast assumes these funds will be entirely used. The remaining balance is \$79,728.*

- \$20,272 UNF - Remedy Ventilation Problem in Tech Lab at Amity Regional High School

### **POTENTIAL USE OF FACILITIES CONTINGENCY**

*Facilities Director Jim Saisa, reported, "The vanZelm Retro-commissioning Report lists the priority of HVAC replacement and improvement projects. The HVAC equipment replacement and improvement projects intended for the potential upcoming referendum have engineering costs associated with them. I believe we would be ahead of the game if we were able to secure funds for the engineering of those projects ahead of the intended referendum. By having the engineering and bid specifications prepared ahead of time, we could immediately bid the projects upon approval of the referendum. Should the referendum fail for some reason, the engineering and bid specifications will never go to waste, because sooner or later we will have to replace that equipment. Should the referendum fail and subsequently the HVAC equipment fail because of age, we will at least be prepared to quickly replace it rather than start from ground zero because we will already have the design documents. I thought this may be a consideration for year-end money should there be any. The total anticipated engineering costs for the projects is \$71,500." The forecast assumes \$71,500 UNF will be taken from the facilities contingency.*

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

The bid price for the stone coping repair project at Amity Regional High School was \$65,030 FAV under budget. *Change orders for the stone coping repair project added \$2,595 UNF to the price.*

#### **LINE 46 on Page 4: 5850-CONTINGENCY:**

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. The forecast assumes these funds will be entirely used. The remaining balance is \$144,200.

- \$5,800 UNF – Purchase Stage Tek decks for Amity Middle School – Orange Campus

#### **LINE 53 on Page 4: 5856-TRANSFER ACCOUNT:**

**The Superintendent of Schools plans to ask the Amity Finance Committee and Amity Board of Education to transfer these funds from the unspent fund balance into the Reserve for Capital Nonrecurring Expenditures prior to closing the books for this fiscal year. The Amity Finance Committee and Amity Board of Education will be asked to consider these requests at their August meeting.**

The District refinanced some of its bonds on the 1990's construction projects some years ago and saved a significant amount of interest expense. The State has calculated we owe a refund of the grant paid of **\$145,086 UNF**. The State has reported this on its website for the past several years but has not yet requested the money. If in several years the State fails to request these funds, the Amity Board of Education can return the money to the member towns.



The forecast projects **\$350,000 UNF** of the unspent fund balance will be designated to purchase one or more of the items in the proposed 2016-2017 bond issue. In this way, the taxpayers will not pay any interest to borrow these funds to do one of the facilities projects.

## APPENDIX A

### **Amity Regional School District No. 5 won the 2015 CQIA Innovation Prize, Connecticut's Malcolm Baldrige National Quality Award for Fostering a District Culture of Maximizing Cost Savings and Efficiencies.**

Our District's goal has always been to provide an exceptional educational program to our students and still be mindful of the financial impact on the taxpayers. The District has had to find cost savings and efficiencies each year to offset the higher costs for salaries, medical insurance, special education, and unfunded mandates to name a few of the many budget drivers. We have had success in finding ways to hold down expenses, but the ideas have come mostly from the District Office.

We developed a process in 2014 to foster a District culture of maximizing cost savings and efficiencies. First, the Board of Education made it a District Goal for this fiscal year. Second, the administrative team embraced the concept, because they quickly understood the benefits to the District. Third, the District's staff is continually being encouraged to participate through group meetings, e-mails and one-on-one conversations. Fourth, the community at-large, including Town Officials, are learning about our efforts through monthly financial reports, local access television, and group and individual conversations. Fifth, the taxpayers have given us their 'vote of confidence' as evidenced by all three regional school district member towns voting overwhelmingly for the District's budget.

Our school district is proud of our students' achievements in art, academics and athletics. Our students are amazing. We have an obligation to provide the staff, supplies and equipment, and infrastructure (both buildings and technology) so our students can excel. We do just that by planning, implementing and following up on a day to day basis. Our goal is to find cost savings and efficiencies to make the resources available to help our students be the best they can be. Since the start of this initiative in September 2014, our staff has identified about \$140,000 of savings and efficiencies!

We continue to encourage our staff to provide their ideas to save money and improve efficiencies. The staff can contact Dr. Charles S. Dumais, Superintendent of Schools, or Jack B. Levine, Director of Finance and Administration, when they have any idea, big or small.

## APPENDIX B

### COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2015-2016

<b>TOTAL ANNUAL SAVINGS TO-DATE OF:    \$125,911</b>
------------------------------------------------------

**\$63,500:** The Director of Pupil Services combined special education transportation runs by sharing transportation with Orange and Woodbridge.

**\$7,661:** The Director of Finance and Administration coordinated the negotiations of the STAR (Standardized Test for the Assessment of Reading) for Amity and the member towns' elementary school districts. Our District saved money with the lower prices.

**\$3,800:** The Assistant Director of Finance and Administration and Network Coordinator worked together to review all phone and fax lines throughout the District. The Network Coordinator identified lines that could be disconnected (old construction modules); fax lines settings that could be changed to the dial 9 for an outside line; and several reserve numbers that could be eliminated. In addition, all lines have been properly labeled.

**In-Kind:** An administrative assistant at Amity Middle School – Orange Campus obtained two new sets of the Town of Orange maps with street numbers. The maps can be used in a number of ways (e.g., Emergency Preparedness Plan; Transportation Review/Issues). These maps were laminated in the Media Center. In return for providing these maps, the school laminated a set of maps for the Town at no cost.

**\$4,000:** The Director of Technology decided not to hire two part-time summer interns. The new Technician is handling the work, which would have been done by the interns.

**\$2,150:** The blinds in the Amity Regional High School library atrium windows are battery operated. All of the batteries had failed. The cost of each battery was over \$100, and we needed 24 of them. Dino Gizzi, Building Maintainer, and Jim Saisa, Facilities Director, decided to purchase transformers and hard wire the blinds to building power, eliminating the need for batteries. We paid \$250 for materials and installed the transformers. We saved \$2,150 and never need to replace batteries again, saving labor and battery costs in the future.

**\$10,000:** Jim Saisa, Facilities Director, and Tracy Daigle, Facilities Coordinator, carefully reviews every invoice for the Facilities Department. Many companies bill us at the wrong State Contract amount or charge for trip or vehicle charges we should not pay. In addition, sales tax is frequently added to invoices, which should not be the case since we are tax exempt. Based on our audit of invoices, the Facilities Department saves a considerable amount of money every year.

**\$300:** All of the auto scrubbers, along with other cleaning equipment, run on batteries that need frequent distilled water additions. We used to buy cases of distilled water, but this took trips to the store (time) and the cost of the water. We purchased a water distiller for \$30. We now take normal tap water and distill it and no longer have to travel to purchase distilled water.

**\$17,000:** Our talented and properly trained Facilities staff prepares and refinishes our gym floors in-house. Most districts contract this service. We achieve excellent quality and do not pay a contractor to do this. We have trained a travelling gym floor crew to apply the finish in all of the gyms. We have four gyms.

**\$7,500:** The bridge on the fitness trail at Amity Middle School, Orange Campus, had deteriorated and become unsafe. Rather than hire a contractor, Director of Facilities, Jim Saisa, worked with the Industrial Education Department at Amity Regional High School to make this a student project. The Facilities Department purchased the materials and the bridge was constructed in sections in the shop class. The bridge sections were then transported to Orange and assembled on-site. The project was a complete success. Not only were students involved in a real-life construction project, the District saved an estimated \$7,500 over hiring a contractor.

**\$10,000:** The Director of Curriculum and Staff Development negotiated with the textbook company for Grade 7 math texts and on-line licenses for the 2016-2017 budget.

## APPENDIX C

### COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2014-2015

<b>TOTAL ANNUAL SAVINGS OF:</b>	<b>\$139,721</b>
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**\$5,000:** Curriculum and Staff Development eliminated the need for ProTrax (saving \$5,500 annually) by developing a seamless way to track Professional Development offerings on-line.

**\$800:** Amity Middle School – Bethany Campus reported a teacher shared Google docs and all TIP sheets rather than handing students paper copies of their task sheets.

**\$1,500:** Amity Middle School – Orange Campus reported the Media Center Administrative Assistant volunteered to check the large copier regularly for paper, cartridges and general checking of the room, supplies and machine. This has resulted in less ‘down-time’ for the copier and thereby, provides the teachers and staff greater efficiency in getting their needed copies.

**\$2,500:** We changed to automatic calendaring for the PPT meetings by the Guidance Administrative Secretary. This reduced the time it takes to create a list and continually update it. It has streamlined the process of scheduling meetings.

**\$1,750:** Amity Regional High School saved transportation money by not having a double bus run on the first day of school.

**\$1,400:** The Athletic Director is putting many of the department’s documents on-line rather than printing each one. This saves the cost of printing and makes it easy for parents and students to access the information.

**\$13,000:** Pupil Services Department reported a cooperative arrangement was made with Orange Elementary School District to share transportation costs to an out-of-district school.

**\$8,000:** We combined special education transportation runs.

**\$9,000:** The Finance Office is moving all the funds currently in Bank of America into People’s United Bank. This is being done to reduce fees, ease of transactions and security. In addition, we have been using a quasi-business-personal platform at Bank of America. Bank of America recommends we upgrade to their business platform. We would need to take these fees out of the student activity funds, which would be unfair to the students. By switching these funds to Peoples United, we do not need to pay the extra fees. Also, it would be more efficient to use one bank to collect funds using our online payment system.

**\$5,050:** We purchased a new online application called Applitrack, which will allow the District to receive and manage employment applications digitally. This recruiting tool allows us to post vacancies to social media sites, and job boards, including the #1 school job posting site. We expect this will cast a wider net in order to find the high-quality applicants we want at Amity. Applitrack helps us manage the entire application process in a much more efficient manner and will save on paper and copier costs.

**\$2,000:** The Technology Department reported Pilothouse Communications, LLC installed the District's new telephone system. We used them to remove, inventory and sell the old phones. This time-consuming process saved our busy Technology Department staff a lot of work.

**\$950:** The District negotiated to receive one-half of the sales price of the old phones.

**\$5,000:** We are implementing AlertSolutions into the PowerSchool deployment, which will allow us to contact students, teachers and parents via email, text messages or pre-recorded phone messages. It will also allow teachers to send mass e-mails to just their classes.

**\$5,000:** The network infrastructure upgrades have given us a true gigabit network which will allow teachers to fully utilize resources such as streaming video and digital media without bogging down or completely freezing the entire network.

**\$10,000:** We have purchased and installed print management software called PaperCut. This will allow us to manage and track printing activities across the District. The software will also allow us to provide quotas to staff and students that will help us control and reduce our paper and ink/toner consumption.

**\$2,000:** Facilities purchased and used new floor finish and gym finish techniques. We purchased new equipment, which allows the floor finish to be applied 37% faster than our previous methods. It also allows the gym finish to be applied up to 75% faster. This process and product has resulted in much smoother and shinier finish with no product waste.

**\$1,000:** Facilities implemented a team-cleaning concept to help us accommodate the Woodbridge Youth Summer Camps. Amity High School Custodians and equipment went to the Middle Schools, while the High School was occupied with summer camps. This allowed us to completely clean the Middle Schools by the end of July. Teams from the Middle Schools were then temporarily reassigned to the High School to fully implement our summer cleaning program. The school buildings are in pristine condition.

**\$500:** Automatic infrared flush valves were installed at the Stadium Field House. This will save on water and will ensure a much cleaner atmosphere in the public restrooms and locker rooms.

**\$850:** Electric hot air hand dryers were installed at the Stadium Field House. This will provide more sanitary conditions in the restrooms and save significant money on paper towel purchases. It should also cut down on vandalism and intentional clogging of fixtures, which will save money by not having the plumbing contractor frequently come to unclog drain lines.

**\$750:** One of our Custodians designed and implemented an inexpensive wood addition to some of our moving dollies. By spending a few dollars on lumber, we have converted our old dollies to functional moving dollies. This allows us to move desks, teacher desks, cabinets, etc., more safely and efficiently. This saved hundreds of dollars on purchasing new equipment from a vendor.

**\$8,000:** We have begun retrofitting drinking fountains by adding a water bottle filler kit to the existing drinking fountains to allow occupants to easily fill water bottles instead of having to buy them. This will cut down on the amount of recycling going into the recycling dumpster. It will also allow our staff and students to save money on purchasing water from a vending machine.

**\$3,500:** The SchoolDude work order system was revamped to streamline how work orders are disseminated and to improve communications with the work order originator. The previous approval process started with the Principal, then if approved was routed to Central Office for approval and scheduling with the appropriate technician or custodian. Now the general work orders are routed directly to the technician or custodian. The technician changes the status to "work in progress" and immediately knows of an issue. Once the work order is closed out as complete, the originator is immediately e-mailed the change in status. Large item requests are still routed through the Principal for consideration and approval. The new process has allowed quicker response time and better communication with the requesters.

**\$6,720:** Our new Health Benefits Consultant found out that Reliance commission payments of about \$560 per month were being paid to H.D. Segur. We took action to eliminate the payments and have the Amity premiums reduced accordingly.

**\$6,000:** Amity Regional High School had implemented a successful program Intervention Specialists for Math and Science for those students who needed tutoring. We had been paying a substitute rate for part of the day and tutor rate for part of the day. This became expensive. We changed to a single daily rate of \$140.72, which will save the District money.

**\$450:** The Guidance Offices in the three schools will be combining their orders of permanent record folders to take advantage of volume pricing.

**\$375:** The Middle Schools order student handbooks for both schools. This has saved money.

**\$220:** Amity Middle School – Bethany Campus provided parents with a ‘generic’ pocket folder to keep all handouts from teachers. In previous years, we used a customized printed pocket folder with the name of the school and Amity logo printed on the front cover.

**\$500:** The exterior wall pack lights on the Amity Regional High School Field House were problematic. There are seven fixtures all together. Each fixture would burn out once per year. As we looked for a better alternative, we found that the cost of the existing 70 watt metal halide bulb and ballast were equal to a new technology LED fixture, which is only 20 watts. We replaced all seven fixtures. The light quality is better; we decreased electricity usage by 65%; and the life expectancy of the LED fixture is ten years, so we have cost avoidance of bulb/ballast purchases and our electrician’s time.

**\$938:** The Finance Office has been actively pursuing vendors to switch to Electronic Funds Transfer (EFT) form of payment. Each mailed check costs 62.3 cents (i.e., 5.3 cents per check sheet; 8.0 cents per envelope; 49.0 cents for postage).

**\$4,700:** Amity Regional High School sends out documents by e-mail prior to a meeting and shows the documents on a screen at a meeting. This saves the paper and time to print the handouts.

**\$300:** Amity Middle School – Orange Campus will put all future editions of their new Students Newspaper online.

**\$635:** A few years ago, the Adult Education Program set up a merchant services account for patrons to pay for classes. We have closed this account and are now using the MyPaymentsPlus system.

**\$1,250:** The budget requests are being entered and verified by building staff. There is more detail being entered into the MUNIS budget module as backup information.

**\$8,000:** The Technology Department is moving as many printers as possible onto a Xerox print management contract, which will save on ink and paper.

**\$600:** The Athletic Department has added a section on PowerSchool to track athletes. This allows a direct uploading to the CIAC eligibility site, which saves about 4 hours of data input per season.

**\$200:** The toilet paper product was changed. We were finding the thin, single ply paper was shredding when being removed from the holder and those torn pieces were ending up on the floor. We need to be careful in the product we use, because we do not want students to clog the toilets with the paper. The Facilities Department believes we now have a better product. This suggestion came from an administrative assistant at Amity Middle School – Bethany campus.



**\$14,400:** An office in the Guidance Department at Amity Regional High School has had the temperature approach 90 degrees when the afternoon sun came around in both winter and summer. The design of the HVAC system is not adequate to control such a large thermal load. We had obtained a quote of \$15,000 to re-engineer the systems in that area. Another option was to install a small supplementary air conditioning system in that small office at a cost of \$4,000. We decided to try a reflective window film as studies have shown the film will reflect the majority of the heat away instead of allowing it to magnify through the window glass. It was installed at a cost of \$600. The results have been better than we expected. We solved a comfort problem for an employee at a fraction of the anticipated cost.

**\$375:** The Athletic Director has been looking at the overtime related to holding winter athletic practices on weekends and holidays. Mr. Goodwin decided to save 11 hours of overtime by ending Saturday practices at 3:00 p.m. instead of 4:00 p.m. Although the savings are relatively small, the effort will continue to take a close hard look at scheduling. This will be done without adversely affecting the athletic program or the time necessary for teams to practice.

**\$500:** We received a disposal of asset form for a computer cart that was no longer usable. High School Custodians Randy Joiner and Bob Carbone picked up the cart for disposal. They knew the art teacher was looking for a lockable, heavy duty cart to transport her ceramic and other art tools. They removed every other shelf in the cart making the size more appropriate to the teacher's needs and refastened a couple of other supports. The art teacher was ecstatic to get the cart for her use as a similar one would have cost over \$500 and it was not in the budget. Instead of throwing out an asset that was no longer usable to one department, we recycled it and put it into use in another department.

**\$50:** Amity Middle School – Bethany Campus teacher Helen Young noticed that the Xerox machine stapler automatically adjusts the amount of 'wire' it uses to staple documents and cuts off the excess, which is then deposited in a plastic waste container. The machine signals when the waste container should be replaced. An average used container has a mass of about 550 grams, which is approximately 1.21254 pounds. The teacher suggested bringing the 'waste' from all machine staplers to a recycling center.

**\$250:** Amity Middle School – Orange Campus administrative assistant Debbie Estok needed to find a way to create a large building plan image and our copiers are not capable to make large prints. Ms. Estok happened to speak to Tim Smith, Orange Deputy Fire Chief. He offered to make and deliver several large prints of our building plan. When Ms. Estok mentioned that we would laminate the prints, Mr. Smith was excited to learn that we have a laminator that will accommodate the 23 inch copies. We are going to laminate a few things for him. Thus, we saved money, gained goodwill, and solved a couple of needs.

**\$3,108:** Eversource (previously CL&P) recently performed a Most Beneficial Rate review for the purpose of determining whether our account is being billed on the most economical rate available to the school district. Based on our kilowatt (kW) demand and kilowatt hour (kWh) level, we can switch to a Time of Use rate. This will save approximately \$259 per month on the distribution portion of our electric bill at Amity Middle School – Bethany Campus.

**\$2,600:** Marie McPadden, Director of Curriculum and Staff Development, negotiated the Gates retesting fee for all students in grades 7 through 10 for the spring and had the fee reduced.

## APPENDIX D

### MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

#### **PURPOSE & METHODOLOGY:**

A forecast is a prediction or estimate of future events and trends. **It is only as good as the data available and the assumptions used.** We use current information and past history.

There are many factors, which can significantly impact expenditures, both positively and negatively (e.g., staff turnover, vacancies and leaves-of absence; medical and dental insurance claims when self-insured; special education expenditures; major facility repairs; snow removal).

To illustrate, a special education student could move into the District in mid-year and the cost impact could be over \$100,000 and/or we could have a 'bad claims year' and wipe out the Self Insurance Reserve Fund and need other funds to cover claims of current employees and retirees. If we do not have available funds to cover these and other potential shortfalls, the necessity to seek additional funding from the public would be our only option (as only the towns have a fund balance from prior years available to use in the case of an emergency).

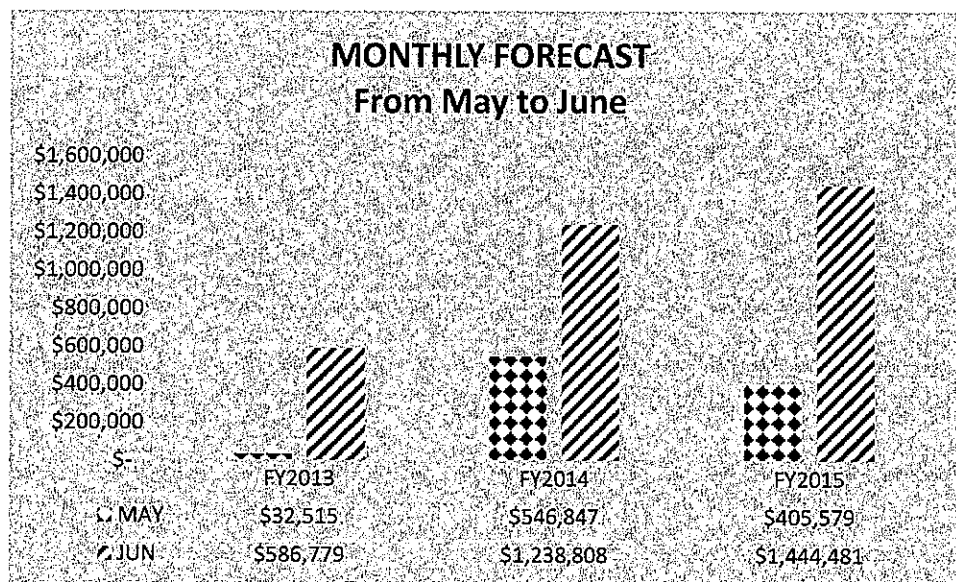
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

Prudent financial management is necessary. We need to be sure the total expenditures budget is never overspent (and may need to be underspent if revenues are below budget because total expenditures cannot exceed total revenues). It is imperative we 'hold back' on spending any of the Contingency Account until it is absolutely necessary or we are close to yearend. The Superintendent of Schools and Director of Finance and Administration review and approve or deny all purchase orders. We are careful to make sure funds are only spent when necessary and not just because 'it is in the budget'. We are constantly faced with the 'what-ifs' of over expenditures in certain accounts. We need to be sure there are sufficient funds available. As a result, the fund balance has been larger towards the end of the fiscal year.

Furthermore, the monthly forecasts are based on the information available. We have had large, unexpected or highly unpredictable events at the end of the fiscal year (mostly of a positive nature), which have significantly change the forecast from May to June.

### HISTORICAL:

The chart below depicts the yearend balance projected in May and June of each of the past three fiscal years.



The major contributors of the significant change from the May to June forecasts are detailed below.

#### FY2013:

The actual fund balance was \$586,779, or **\$554,264 higher than the prior month's forecast**. The monthly forecast for May 2013 projected a fund balance of \$32,515. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$47,506:** FEMA notified us that they will reimburse 75 percent of the costs related to February 2013 blizzard. We did not know the amount or timing of any payment. The award notice was received in July.
- **\$111,095:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$282,349:** Special Education transportation and tuition funds were forecasted for two students who were placed through IEP's in high-cost programs; however, both students remained in temporary lower cost programs throughout the year and did not transition as expected.

**FY2014:**

The actual fund balance was \$1,238,808. The monthly forecast for May 2014 projected a fund balance of \$546,847, or **\$691,961 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$114,915:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$473,674:** Most of the funds budgeted for the OPEB Trust were transferred into the Self-Insurance Reserve Fund.
- **\$148,398:** Electricity usage and water usage were lower than forecasted. The May and June invoices were received after the May forecast.

**FY2015:**

The projected fund balance was \$1,444,481. The monthly forecast for May 2014 projected a fund balance of \$405,579, or **\$1,038,902 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$137,115:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$153,315:** Special education transportation and tuition expenditures were lower than forecasted. The May forecast included the possible costs due to two families that were beginning to proceed to due process. No expenditures were incurred in this fiscal year.
- **\$503,754:** Medical & dental claims were lower than expected. Since we are self-insured, actual claims are not known until the end of the fiscal year. Based on actual claims, we returned most of these funds to the member towns.
- **\$136,270:** As part of the yearend processing, unspent encumbrances are eliminated.
- **\$41,162:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year.

## APPENDIX E

### RECAP OF 2013-2014

#### Return Unspent Fund Balance:

The cancellation of 2012-2013 encumbrances of \$62,660 has been returned to the Member Towns. We encumber funds for goods and services received by June 30<sup>th</sup> but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. The primary reason for the unspent funds was special education expenditures of \$42,860, which were not spent.

Bethany	\$12,559
Orange	\$31,290
Woodbridge	<u>\$18,811</u>
Total	\$62,660

The major components of the 2013-2014 yearend available funds were, as follows:

- Special education grants revenue of **\$117,761 favorable variance** – This is due to higher special education transportation and tuition expenditures and a higher State reimbursement rate than budgeted (79.6 percent compared to 75 percent).
- Salaries of **\$356,929 favorable variance** – “Turnover savings” from replacing teachers who retired or resigned with teachers at a lower salary, were greater than expected. We also realized savings from unpaid leaves-of-absence and workers’ compensation, lower than projected coverage costs, and the transition to a permanent Superintendent of Schools. None of these could have been reasonably anticipated at the time the budget was prepared.
- Special education transportation and tuition of **\$350,050 favorable variance** – This is one of the most difficult areas to predict.

The Amity Board of Education voted to spend these funds on several needed items:

- **\$30,012** – Fixed Asset Accounting Module: The District purchased a fixed asset accounting program (FAMP) in 2007. The program worked on a 32bit operating system. It does not work on our 64bit systems.
- **\$85,793** – Amity Regional High School Cooling Tower Refurbishment: During the spring startup preventive maintenance inspection, several parts that normally deteriorate over time were noticed to be of concern. It was important to fix the problem before it became a more costly project.

- **\$57,950** – Engineering Study for Fuel Cell Waste Heat Use at Amity Regional High School: The District has an opportunity to use the waste heat generated by the fuel cell to potentially heat and cool the building at much cheaper rates than we are currently paying.
- **\$586,655** – Self-Insurance Reserve Fund: The District is self-insured and must pay claims for current employees and retirees. The fund balance on June 30, 2014, was approximately \$231,000, or a reserve to claims ratio of 5.5 percent. This balance was projected to be about \$114,000 on June 30, 2015, or a reserve to claims ratio of 2.6 percent. It was imperative to bring the reserve balance to the minimum ratio of 20 percent (target is 25 percent). This is the third year of self-funding our medical and dental insurance. It takes time to build-up the reserve balance.

## APPENDIX F

### RECAP OF 2014-2015

The fund balance of **\$1,448,929 FAV** is derived from cost savings initiatives, special education, and uncontrollable and/or unforeseen circumstances. The primary sources of the fund balance are, as follows:

**FINANCIAL MANAGEMENT:** **\$ 139,721**

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful.

**SPECIAL EDUCATION (NET):** **\$ 312,263**

The primary reasons for the favorable variance were changes in the expected placements of some students; two previously outplaced students returned to the District; two fewer students than budgeted were in the Step Forward Program at Gateway; the average tuition costs increased 3 percent rather than the budgeted increase of 5 percent; and transportation costs were shared with an Elementary School District.

**OTHER:** **\$ 996,945**

Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned on August 28, 2014 and was replaced on November 11, 2014, resulted in a savings of **\$29,270**.

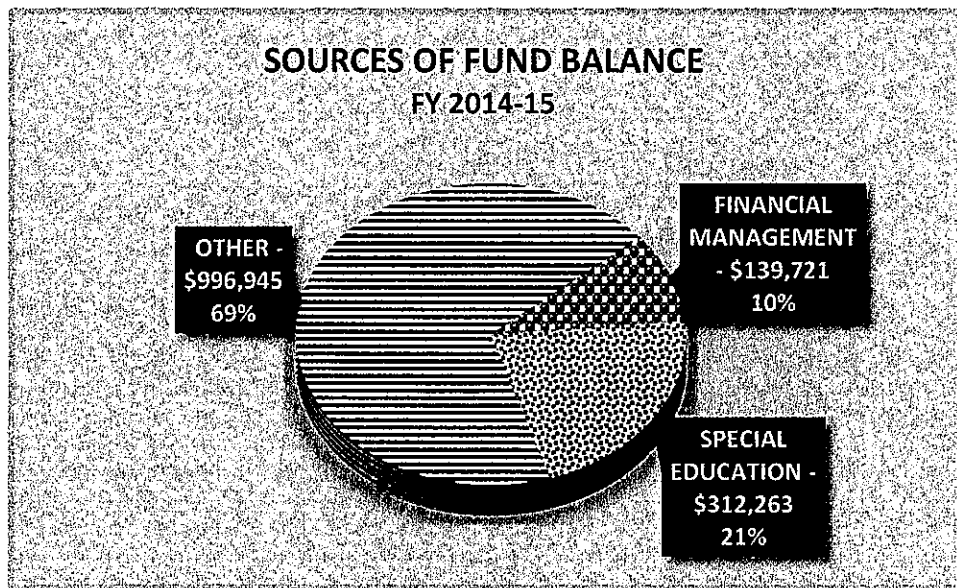
Other personnel savings came from unpaid leaves-of-absences for savings of approximately **\$135,000**; Bench Subs, long-term and short-term subs and Kelly Services substitutes were **\$60,911** below budget; Homebound expenses were under budget by **\$27,311**; and staff changes, vacancies and lower overtime accounted for most of the remaining favorable variance of **\$125,563** in the salary accounts.

Medical and dental insurance budget did not need to be fully used. This resulted in a favorable variance of **\$328,754** with the budget transfer of \$175,000 into the OPEB Trust.

Other professional services for special education students were not needed for a savings of **\$71,507**.



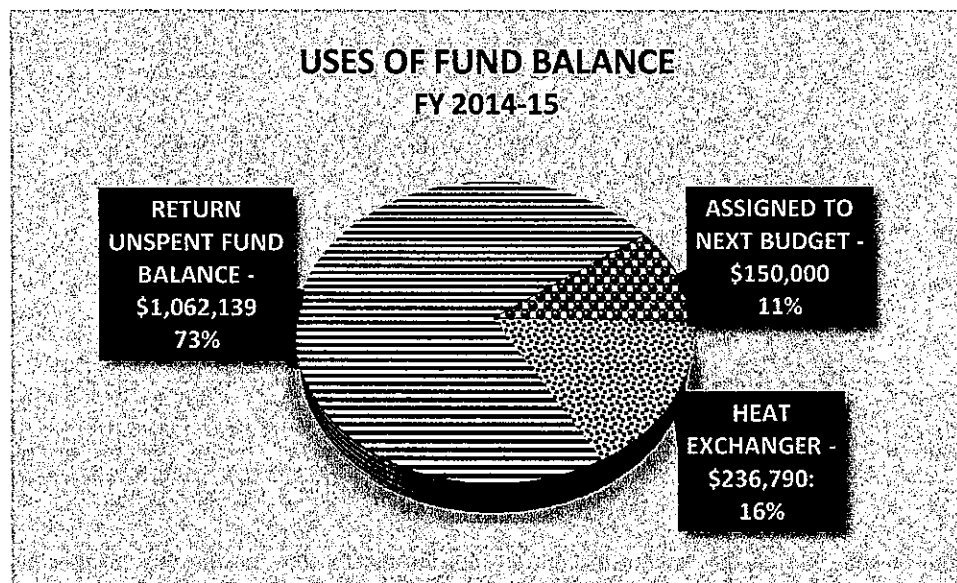
The primary sources of the fund balance are shown graphically below:



The recommended uses of the fund balance are, as follows:

1. **\$1,062,139** – Return unspent fund balance
2. **\$150,000** - Designated for the 2015-2016 budget
3. **\$236,790** - Put into the Reserve Fund for Capital and Nonrecurring Expenses for the purpose of purchasing and installing a heat exchanger at Amity Regional High School

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

The unspent fund balance have been returned to the Member Towns, as follows:

Bethany	\$ 221,148
Orange	\$ 522,754
Woodbridge	<u>\$ 318,237</u>
<b>Total</b>	<b>\$1,062,139</b>

## Amity Regional School District No. 5 - Budget Transfers 2015-2016

43

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2015	64	03132220	5690 OTHER SUPPLIES	\$ -275.00	EasyBib license
July 2015	64	05142350	5690 OTHER SUPPLIES	\$ 275.00	EasyBib license
July 2015	65	03132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -300.00	Databases
July 2015	65	03132220	5690 OTHER SUPPLIES	\$ 300.00	Databases
July 2015	65	03132220	5690 OTHER SUPPLIES	\$ 319.00	Databases
July 2015	65	03132220	5810 DUES & FEES	\$ -319.00	Databases
July 2015	66	05132213	5641 TEXTBOOKS	\$ -57.00	Math Digital License
July 2015	70	03111006	5641 TEXTBOOKS	\$ 1,500.00	Spanish II and French II books
July 2015	70	05132213	5641 TEXTBOOKS	\$ -1,500.00	Spanish II and French II books
July 2015	71	03111014	5641 TEXTBOOKS	\$ 1,500.00	AP Gov, AP US Gov&Politic texts
July 2015	71	05132213	5641 TEXTBOOKS	\$ -1,500.00	AP Gov, AP US Gov&Politic texts
July 2015	129	04122151	5690 OTHER SUPPLIES	\$ 250.00	Hearing kit
July 2015	129	04122151	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -250.00	Hearing kit
August 2015	2	03111013	5611 INSTRUCTIONAL SUPPLIES	\$ -1,000.00	Replacement texts needed
August 2015	2	03111013	5641 TEXTBOOKS	\$ 1,000.00	Replacement texts needed
August 2015	29	04121200	5611 INSTRUCTIONAL SUPPLIES	\$ 2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
August 2015	29	04126111	5560 TUITION EXPENSE	\$ -2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
September 2015	35	03111009	5641 TEXTBOOKS	\$ 600.00	Purchase 7 books for Comp Pro
September 2015	35	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ -600.00	Purchase 7 books for Comp Pro
September 2015	95	03111013	5611 INSTRUCTIONAL SUPPLIES	\$ -634.00	NEED TEXTS FOR CLASS INCREASE
September 2015	95	03111013	5641 TEXTBOOKS	\$ 634.00	NEED TEXTS FOR CLASS INCREASE
September 2015	126	05142700	5512 VO-AG/VO-TECH REG ED	\$ 1,142.00	TRANSPORTATION EXPENSES
September 2015	126	05142700	5513 IN DISTRICT PRIVATE REG ED	\$ 920.00	TRANSPORTATION EXPENSES
September 2015	126	04126111	5560 TUITION EXPENSE	\$ -2,062.00	TRANSPORTATION EXPENSES
September 2015	131	02132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -400.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	131	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 400.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	132	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 700.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	132	02132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -700.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	182	04122150	5611 INSTRUCTIONAL SUPPLIES	\$ -1,048.00	TRANSITION SUPPLY /CONFERENCES
September 2015	182	04121203	5690 OTHER SUPPLIES	\$ 648.00	TRANSITION CLASS SUPPLIES
September 2015	182	04132190	5581 TRAVEL - CONFERENCES	\$ 400.00	CONFERENCE REGISTRATION FEES
September 2015	192	01111010	5731 EQUIPMENT - REPLACEMENT	\$ 1,097.00	PURCHASE BASS BOW & CASE
September 2015	192	01132400	5590 OTHER PURCHASED SERVICES	\$ -1,097.00	PURCHASE BASS BOW & CASE
October 2015	64	01111013	5611 INSTRUCTIONAL SUPPLIES	\$ -171.00	TO ATTEND A CONFERENCE
October 2015	64	01132400	5581 TRAVEL - CONFERENCES	\$ 171.00	TO ATTEND A CONFERENCE
October 2015	76	03111014	5641 TEXTBOOKS	\$ 2,725.00	Economic textbooks
October 2015	76	03132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,725.00	Economic textbooks
October 2015	102	01132400	5810 DUES & FEES	\$ 159.00	
October 2015	102	01132400	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -159.00	
November 2015	61	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -50.00	
November 2015	61	01132400	5810 DUES & FEES	\$ 50.00	
November 2015	62	01111013	5810 DUES & FEES	\$ 40.00	CONFERENCE FEE
November 2015	62	01111013	5611 INSTRUCTIONAL SUPPLIES	\$ -40.00	CONFERENCE FEE
November 2015	92	04126116	5510 PUPIL TRANSPORTATION	\$ 2,998.00	TRANSPORTATION TO AMSO
November 2015	92	04126130	5510 PUPIL TRANSPORTATION	\$ -2,998.00	TRANSPORTATION TO AMSO
November 2015	107	05132213	5590 OTHER PURCHASED SERVICES	\$ 2,000.00	CATERED EVENT, STAFF DD NOV 3
November 2015	107	05132212	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	CATERED EVENT, STAFF DD NOV 3
November 2015	131	05132212	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	CONFERENCES
November 2015	131	05132212	5581 TRAVEL - CONFERENCES	\$ 2,000.00	CONFERENCES
November 2015	189	03111014	5810 DUES & FEES	\$ 265.00	AP Psych Workshop
November 2015	189	03111014	5611 INSTRUCTIONAL SUPPLIES	\$ -265.00	AP Psych Workshop
November 2015	216	03111013	5731 EQUIPMENT - REPLACEMENT	\$ 1,286.00	AHS Science Acid Cabinet
November 2015	216	03111013	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 886.00	AHS Science signage

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
November 2015	216	05142510	5690	OTHER SUPPLIES	\$ -2,172.00	AHS Sci Acid Cabinet & signage
December 2015	33	05142600	5720	IMPROVEMENTS TO SITES	\$ -2,836.00	Addtl repairs & Gary's
December 2015	33	02142600	5715	IMPROVEMENTS TO BUILDINGS	\$ 2,836.00	Addtl repairs & Gary's
December 2015	51	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -8.00	SHIPPING COSTS ADJUSTMENT
December 2015	51	04122150	5611	INSTRUCTIONAL SUPPLIES	\$ 75.00	SHIPPING COSTS ADJUSTMENT
December 2015	51	04122150	5690	OTHER SUPPLIES	\$ -67.00	SHIPPING COSTS ADJUSTMENT
December 2015	52	04132140	5611	INSTRUCTIONAL SUPPLIES	\$ -25.00	SHIPPING COST ADJUSTMENT
December 2015	52	04132140	5690	OTHER SUPPLIES	\$ 25.00	SHIPPING COST ADJUSTMENT
December 2015	53	04126117	5560	TUITION EXPENSE	\$ -1,500.00	FIELD TRIPS WHEELCHAIR BUS
December 2015	53	04126116	5510	PUPIL TRANSPORTATION	\$ 1,500.00	FIELD TRIPS WHEELCHAIR BUS
December 2015	166	03113201	5690	OTHER SUPPLIES	\$ 825.00	Colorguard supplies
December 2015	166	03113201	5111	CERTIFIED SALARIES	\$ -825.00	Colorguard supplies
January 2016	36	02111013	5690	OTHER SUPPLIES	\$ -64.00	PUCHASE CLASSROOM SUPPLIES
January 2016	36	02111013	5611	INSTRUCTIONAL SUPPLIES	\$ 64.00	PUCHASE CLASSROOM SUPPLIES
January 2016	37	03142600	5410	UTILITIES, EXCLUDING HEAT	\$ -2,858.00	lighting
January 2016	37	03142600	5420	REPAIRS, MAINTENANCE & CLEANING	\$ 2,858.00	lighting
January 2016	132	04126117	5560	TUITION EXPENSE	\$ -1,179.00	REIMBURSEMENT FOR TRANSPORTATI
January 2016	132	05142700	5513	IN DISTRICT PRIVATE REG ED	\$ 1,179.00	REIMBURSEMENT FOR TRANSPORTATI
January 2016	176	05142320	5810	DUES & FEES	\$ 1,100.00	NSR TRANSFER
January 2016	176	05142310	5810	DUES & FEES	\$ -1,100.00	NSR TRANSFER

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



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

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

To: Dr. Charles S. Dumais, Superintendent of Schools

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

Re: New Funding Requests for Fiscal Year – **Facilities Contingency**

Date: January 29, 2016

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

**Remediation of Ventilation in the Tech Lab at Amity Regional High School:**

Facilities Director Jim Saisa reported, "We received the retro-commissioning report from vanZelm. I met with the Superintendent today to discuss the report. One of the recommendations deals with the Tech Lab at Amity Regional High School, room 165. There is a 772 gallon acid neutralization tank installed in the floor of the tool room that the science wing classrooms drain into. The tank was installed without proper ventilation. We have tried numerous repairs to remedy the rotten egg smell over the years to no avail. The Superintendent and I believe we should remedy the problem with the properly engineered design and subsequent implementation. The Superintendent would like to accomplish this as soon as possible. The total estimated cost is \$20,272."

Dr. Charles Dumais spoke with Board Chair William Blake and agreed this project should proceed prior to the February meetings of the Amity Finance Committee and Amity Board of Education due to the threat to the health and safety of students and staff. Therefore, the project has been approved. The motion below moves the necessary funds from the facilities contingency budget to pay for it.

***Move to make the following budget transfer of \$20,272 to pay for the engineering and installation of a proper ventilation system for the Tech Lab at Amity Regional High School:***

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Improvements to Buildings	\$20,272	
03-14-2600-5420	Repairs, Maintenance & Cleaning		\$20,272

Note: A facilities contingency of \$100,000 was budgeted in the Improvements to Buildings account. The primary purpose of this budget is to fund unanticipated facilities expenditures.

New Funding Requests for Fiscal Year – **Facilities Contingency**  
January 29, 2016  
Page 2

**FACILITIES CONTINGENCY RECAP**

Budget		\$100,000
<i>February:</i>	<i>Remedy Ventilation Problem in Tech Lab at Amity Regional High School</i>	<i><u>\$ 20,272</u></i>
<i>Balance</i>		<i>\$ 79,728</i>

**Jack Levine**

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**From:** Jim Saisa  
**Sent:** Thursday, January 21, 2016 9:37 AM  
**To:** Charles Dumais; Jack Levine  
**Attachments:** img-121091350-0001.pdf

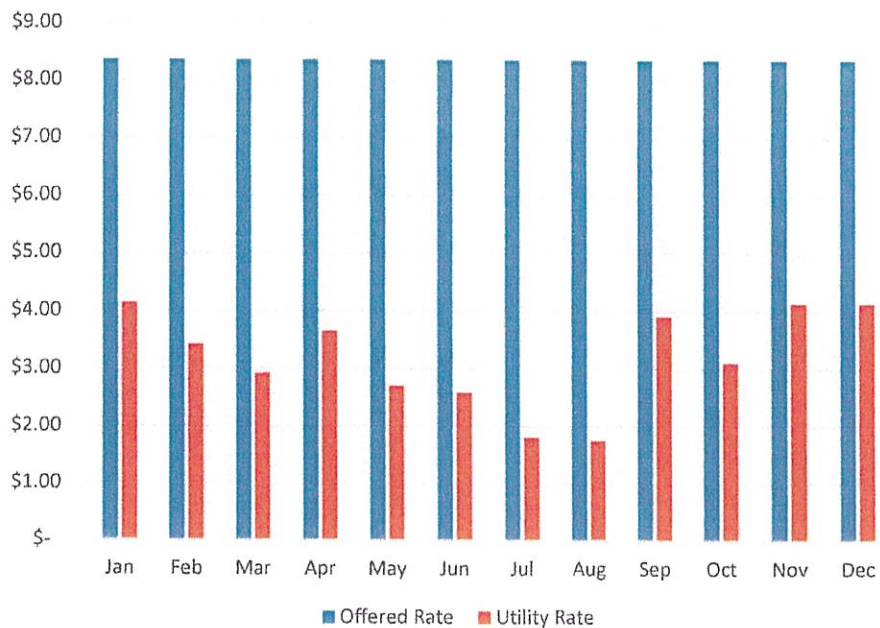
Good morning,

I met with our energy consultant, Titan Energy, yesterday for a review of our utility performance. When we initially had natural gas installed at Amity Regional High School, the BOWA consortium went out to bid for gas supply. The resulting low-bid rate was \$8.38 per dekatherm. At that time my investigations into natural gas rate stability reflected that the standard offer from the utility would be the most beneficial. After reviewing the bid and expected natural gas pricing stability with Dr. Brady and Jack Levine, we decided to not accept the low bid and stay on the fluctuating standard offer. The attached chart reflects that it was a good decision by us. During the last calendar period, we would have spent \$94,464 more for natural gas had we accepted that low bid. I thought you would find this report interesting. Please let me know if you have any questions. Thanks

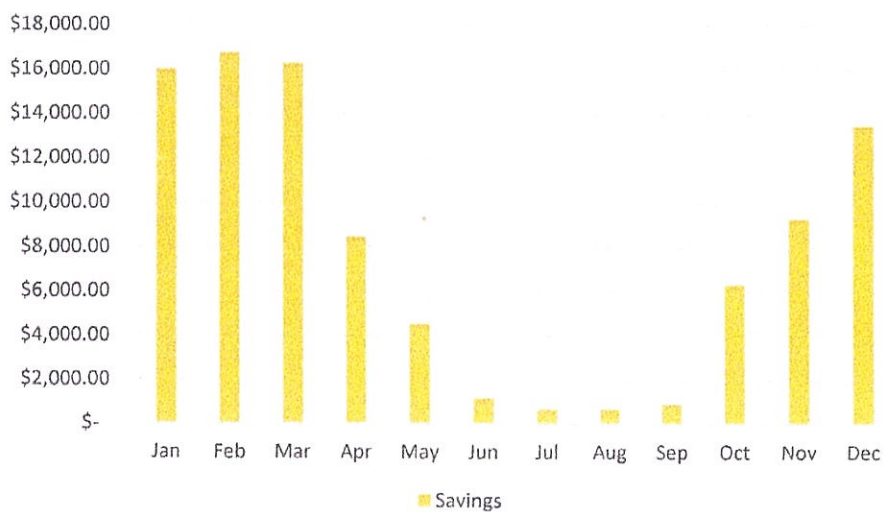
Jim

*Jim Saisa*  
Director of Facilities  
Amity Regional School District No. 5  
25 Newton Road  
Woodbridge, CT 06525  
203-397-4818 P  
203-397-4864 F

Amity BOE Offered Rate vs Utility Rate



Amity BOE Monthly Savings





# Natural Gas Analysis

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Offered Rate	\$ 8.38	\$ 8.38	\$ 8.38	\$ 8.38	\$ 8.38	\$ 8.38	\$ 8.38	\$ 8.38	\$ 8.38	\$ 8.38	\$ 8.38	\$ 8.38	\$ 8.38
Utility Rate	\$ 4.14	\$ 3.41	\$ 2.91	\$ 3.65	\$ 2.70	\$ 2.58	\$ 1.80	\$ 1.75	\$ 3.91	\$ 3.10	\$ 4.14	\$ 4.14	\$ 3.62
Volume (dth)	3773	3376	2979	1787	794	199	99	99	199	1192	2184	3177	19858
Savings	\$ 15,012.61	\$ 16,782.10	\$ 16,298.11	\$ 8,461.45	\$ 4,511.51	\$ 1,154.40	\$ 651.82	\$ 656.77	\$ 889.73	\$ 6,293.76	\$ 9,268.90	\$ 13,483.19	\$ 94,464.32

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

Finance Committee	1/11/16
Policy Committee	1/25/16
Curriculum Committee	1/27/16
Finance Committee	2/1/16

MINUTES

**COMMITTEE MEMBERS PRESENT:** Chairman James Stirling, Ms. Pat Cardozo, Mr. Matt Giglietti, Mr. John Grabowski, and Mr. Joseph Nuzzo.

**COMMITTEE MEMBERS ABSENT:** None

**Staff members present:** Dr. Charles Dumais, Mr. Jack Levine, Ms. Terry Lumas, Mr. Jim Saisa and Dr. Marie McPadden.

**Also present:** Mrs. Ruth Natzel, Mr. Tom Hurley, Ms. Diane Urbano, Mr. Bill Blake, Ms. Sue Cohen, Ms. Sheila McCreven, Ms. Jennifer Hawkins, Ms. Amanda Backhaus and Ms. Samantha Thomas.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday January 11, 2016 at 5:30 pm in the presentation room at the Amity District Offices.

1. **Call to Order:** Mr. Stirling called the meeting to order at 5:30 pm.

2. **Discussion and possible action on minutes.**

A. **Finance Committee meeting - December 14, 2015**

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Belfonti to accept the minutes as submitted.*

Vote unanimous

Motion carried

3. **Public comment**

Mr. Tom Hurley, member of the Board of Education noted that the OPEB Trust not funded in the proposed budget. Mr. Levine stated that the trust is indeed fully funded and directed Mr. Hurley to page 20 of the budget proposal.

*Motion by Mr. Nuzzo, 2<sup>nd</sup> by Mr. Giglietti to move to item #4, Superintendent's budget presentation, to after item #10.*

Vote unanimous

Motion carried

5. **Discussion and possible action on audited financial statements**

A. **Review of audited financial statements by auditors** - Ms. Jennifer Hawkins, Ms. Amanda Backhaus and Ms. Samantha Thomas from the auditing firm of MahoneySabol, presented the results of the audit to the Committee and provided committee members with a hard copy of the audit summary. Amity has had a clean audit for now 6 years in a row, which is exceptional; Amity is to be commended for this.

B. **Discussion and possible action to accept annual financial statements**

*Motion by Mr. Giglietti, 2<sup>nd</sup> by Mr. Grabowski to accept the audit as presented.*

Vote unanimous

Motion carried

Mr. Giglietti commended Mr. Levine, Ms. Lumas and their staff for all their excellent work resulting in clean audits for the last 6 years.

C. **Discussion and possible action to return funds to member towns**

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Belfonti to accept the Annual Financial Statements for the period ending June 30, 2015, and authorize the Superintendent of Schools to return to the Member Towns a balance of \$1,062,139, as follows: Town of Bethany \$ 221,148; Town of Orange \$ 522,754; Town of Woodbridge \$ 318,237.*

Vote unanimous

Motion carried

**6. Update on federally-mandated café price increases.**

Ms. Lumas presented the information from her memo that has caused a Federally-mandated price increase in some student food items. There will be no price change for full meals for students, only for à la carte items, effective January 04, 2016. There were some comments and discussion regarding the high prices of the à la carte items; Ms. Lumas explained that the focus of the USDA is to serve full meals to students rather than à la carte items.

**7. Discussion of monthly financial statements**

Mr. Levine highlighted several amounts in the budget that may end up being surplus funds and therefore might be able to be used towards bonded items. This gives the Committee members, Board members and community members plenty of time to discuss what might be done with these funds if this is the case.

**8. Director of Finance and Administration-approved transfers under \$3,000 – no questions or discussion.****9. Discussion and possible action on budget transfers of \$3,000 or more**

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Grabowski to transfer \$7,000 for the Amity Regional High School Science Department 5611 – Instructional Supplies Account to the District Technology Department 5690 – Other Supplies account for the purpose of purchasing Chrome books.*

Vote unanimous

Motion carried

**10. Discussion and possible action on new funding requests**

*Motion by Mr. Nuzzo, 2<sup>nd</sup> by Mr. Giglietti to make the following budget transfer to purchase Stage Tek Decks for Amity Middle School – Orange Campus: From 05-15-0000-5850 Contingency account to 02-11-1010-5730 Equipment, new.*

Vote unanimous

Motion carried

**4. Presentation and discussion of Superintendent's 2016-2017 recommended budget (attachment)**

Dr. Dumais presented his proposed budget to the Committee stating that 95% of the increase in the budget is due to salaries, benefits and special education.

Dr. Dumais highlighted the performance of Amity students in areas of academics, the arts, community service, athletics, standardized testing and national recognition as a quality school. He also highlighted staff accomplishments and achievements as well as the excellence of pupil services. He highlighted the work done by the finance and facilities departments in their cost-savings measures and future planning. The technology department has completed multiple upgrades in terms of security and control for the District.

Dr. Dumais contrasted and compared the amount and distribution of the fund balance each year since 2010. He then highlighted a few pages in the budget: pages 20, 29, 34, 67 and 73.

Dr. Dumais then highlighted facility improvements line items.

He then spoke about items that are "choice" items versus "risk" items. The overall budget increase is 2.69%.

**11. Other**

- A. Reminder that the February 08, 2016 meeting will be held at Amity Middle School Orange Campus

**12 Adjourn**

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Giglietti to adjourn at 6:39 p.m.*

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

**COMMITTEE MEMBERS PRESENT:** Ms. Sue Cohen, Mr. Tom Hurley, Ms. Sheila McCreven and Ms. Diane Urbano.

**COMMITTEE MEMBERS ABSENT:** None.

**Staff members present:** Dr. Charles Dumais

**Also present:** Mrs. Ruth Natzel

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on January 25, 2016 at 5:30 pm in the Superintendent's Conference Room at the Amity District Offices.

1. **Call to Order:** Chairman Hurley called the meeting to order at 5:30 pm.

2. **Public Comment -** None

3. **Discussion and possible action on the following policies:**

A. **3542.331 – Food vendors**

B. **3542.22 – Food service personnel – code of conduct**

Mr. Hurley turned the meeting over to Dr. Dumais for information regarding the policies on the agenda. Dr. Dumais went over changes in the language of the vendor policy (342.331)

There was much discussion among of the Committee members regarding the need for food vendors on the grounds of Amity High School and what the requirements for said vendors would be to allow them to operate on school grounds, i.e., insurance, criminal background checks and fees charged by Amity which could be quite high. It is understood that there are a large number of students who are at the high school from early morning until late into the evening due to athletic, academic and other responsibilities and endeavors and that there is no easy access to food for these students.

A suggestion was made that particular athletic teams could pair with a food vendor who would be contracted to supply food and agree to give the team a percentage of the funds taken in; this would be in lieu of the various team booster clubs selling food and drink .

Ms. Cohen moved to table the discussion of policy 3542.331, Food vendors, until the next Committee meeting.

**Vote unanimous**

**Motion carried**

Dr. Dumais will send a note to the Chamber of Commerce inquiring about vendors who might be interested in coming to the high school. He will also talk to Ms. Lumas about the fee that would be charged and to find out what vendors have actually come to the high school in the past year. This information will be available to the Committee for the next meeting.

Dr. Dumais explained that the policy 3543.22, Food service personnel, code of conduct, is required by the federal government/USDA.

Mr. Hurley asked about the wording in #3 of the policy that might prevent food service workers from purchasing lunch in the cafeteria. It is noted that item #3, #4 and #5 in the policy do not make clear who the subject of the sentences are, in contrast to the rest of the policy. Dr. Dumais stated that the language here is from CAFE. He will check on this and come back to the Committee with clearer language.

Ms. McCreven asked about the possibility of having CAFE come in and assist and/or consult with the large amount of policy work that the Committee has before it. Dr. Dumais suggested that at this point the Committee continue with the list that is already in place and work toward being ready for another policy audit in the future. An audit later on will then show what policies are open and will provide a new list of priorities.

**4. Adjourn**

*Motion by Ms. Cohen, 2<sup>nd</sup> by Ms. McCreven to adjourn at 6:33 pm*

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

**COMMITTEE MEMBERS PRESENT:** Mr. Christopher Browe, Ms. Robin Berke, Mr. Steve DeMaio, Ms. Amy Esposito and Mr. Tom Hurley.

**COMMITTEE MEMBERS ABSENT:** None.

**Staff members present:** Ms. Anna Mahon.

**Also present:** Mrs. Ruth Natzel.

A meeting of the Curriculum Committee of the Amity Regional Board of Education (BOE) was held on Thursday, January 27, 2015 at 6:30 pm in the Presentation Room at the Amity District Offices.

**1. Call to Order:** Mr. Hurley called the meeting to order at 6:30 pm.

**2. Course modification proposals**

Mr. Hurley turned the meeting over to Ms. Mahon for explanation of the course modification proposals. The Committee agreed to hear the information and have discussion and then to take one motion to approve all the proposals.

**A. Media Production I** – This will be a one semester course as discussed in a previous Committee meeting.

Ms. Berke arrived at 6:35 pm.

**B. Statistics Level I** – This is a new course designed to bridge the gap between AP Statistics and Statistics Level E (elective) for Seniors.

Chairman Browe arrived at 6:47 pm and Mr. Hurley relinquished the Chair to him.

**C. Chinese Level I** – These are proposed modifications to the current Chinese courses offered to provide a better and more personalized learning experience and to standardize the construct levels offered.

**D. Level Psychology** – This course would fill a gap between AP Psychology and Psychology E.

**E. Reading course name change** – The name of this course currently is Content Literacy for freshman. The proposed name change to “Literacy Workshop” better describes how instruction is delivered and is more specific to all types of literacy skills rather than content specific.

There were some questions and discussion from the Committee members regarding the specifics of “combo” or contract classes, numbers of sections running of particular classes, numbers of students enrolled, and how the contracted/choice course become part of the goal of individualized learning plans.

**Motion by Mr. Hurley, 2<sup>nd</sup> by Mr. DeMaio to accept the course modification proposals as presented.**

Vote unanimous

Motion carried

**3. Other** – None

**4. Adjourn**

*Motion by Mr. DeMaio, 2<sup>nd</sup> by Mr. Hurley to adjourn at 7:20 pm.*

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk



MINUTES

**COMMITTEE MEMBERS PRESENT:** Chairman James Stirling,, Ms. Pat Cardozo, Mr. Matt Giglietti and Mr. Joseph Nuzzo.

**COMMITTEE MEMBERS ABSENT:** Mr. John Belfonti and Mr. John Grabowski.

**Staff members present:** Dr. Charles Dumais, Mr. Jack Levine and Ms. Terry Lumas.

**Also present:** Mrs. Ruth Natzel

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, February 01, 2016 at 5:30 pm in the presentation room at the Amity District Offices.

**1. Call to Order:** Mr. Stirling called the meeting to order at 5:34 pm.

Mr. Stirling turned the meeting over to Dr. Dumais for his 2016-2017 recommended budget presentation.

**2. Presentation and discussion of Superintendent's 2016-2017 recommended budget**

Dr. Dumais provided copies of a memo to the Finance Committee with proposed revisions to the proposed budget (attachment #1). He highlighted the changes in expenditures and revenues due to two factors, including Bethany eliminating a bus run and tuition for a new student who had been identified for outplacement.

The percentage budget increases for each town changes to Bethany 0.97%; Orange 1.72% and Woodbridge 6.86%.

Dr. Dumais provided the Committee with copies of a memo from Mr. Levine (attachment #2) showing student enrollment numbers, average daily membership and total budget expenditures. Figures for budget allocation over the last five years were also included in this memo.

Mr. Stirling asked the Committee members to voice any questions, discuss concerns and asked for feedback from the Committee members representing the member towns. Mr. Nuzzo and Mr. Giglietti both commented that this budget would be seen as favorable in Orange and Woodbridge, respectively.

Dr. Dumais requested that the Committee members inform him of anyone from the member towns who would like further information regarding the proposed budget so that he could meet with them.

Mr. Stirling stated that he heard from some citizens in Bethany; some still want to see a total budget increase of under 1%. Mr. Stirling posed two questions on behalf of Bethany:

1. How many retirements are anticipated in 2016-2017? Dr. Dumais answered that this year the number has been estimated at 8, which is higher than the usual number of 5.
2. Are there any capital expenses that can be removed or put off to reduce the budget? Dr. Dumais and Mr. Levine answered that there is some anticipated surplus that will be put towards the projects in the capital improvement plan, so that less money needs to be bonded.

There was some discussion regarding the amount of \$145,000 that Amity owes to the State of Connecticut, but which is not being called for at this time. The Board can decide to put this amount of money in a contingency fund to be prepared in case the debt is called in.

There was discussion regarding the amount of proposed bonding; maximizing the effort to plan long-term minimized the impact on the budget from year to year. The capital plan in place is a definite need with regard to managing the facilities on 3 large campuses (see pages 34-35 in the proposed budget document for a list of bond items and page 67 for estimated debt service).

Mr. Hurley spoke to say that enrollment is going down but cost per student is still going up along with contracts that increase 3% each year and other fixed costs increase every year as well.

(See page 51 of the budget document for 5 reasons for staff increases despite enrollment declining)

**3. Adjourn**

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Nuzzo to adjourn at 6:35 pm.*

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

- Attachments:
1. Memo to Amity Finance Committee from Dr. Dumais, Proposed budget revisions, February 01, 2016
  2. Memo to Dr. Dumais from Mr. Levine, Student enrollment, average daily membership and total budget expenditures, January 15, 2016