

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

*Dr. Charles Dumais*  
*Superintendent of Schools*

**PLEASE POST**

**PLEASE POST**

**AMITY REGIONAL BOARD OF EDUCATION**

*June 13, 2016*

A regular meeting of the Amity Regional Board of Education will be held on Monday, June 13, 2016, at 6:30 p.m. in the Presentation Room at the District Offices.

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Presentation of Jack B. Levine Efficiency Awards of Excellence
4. Recognition of Award of Excellence Recipients
5. Approval of Minutes
  - a. Regular BOE Meeting May 9, 2016 (Enclosure) pg. 3
  - b. Special BOE Meeting, May 23, 2016 (Enclosure) pg. 7
  - c. Special BOE Meeting, June 6, 2016 (Enclosure) pg. 8
6. Public Comment
7. Student Report – ARHS Senior R.J. Kaoud
8. Discussion and Possible Action on District Goals (Enclosure) pg. 9
9. Correspondence
10. Superintendent's Report
  - a. Personnel Report (Enclosure) pg. 10
  - b. Other
11. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. CABB
    3. Curriculum
    4. Facilities
      - a. Facilities Dept. Monthly Report, May, 2016 (Enclosure) pg. 12

## 5. Finance

- a. Discussion/Presentation of Bonding Process for Facilities HVAC Projects pg. 13
- b. Discussion and Possible Action on Contracts of \$35,000 or More pg. 14
  - 1. Site-Based Grounds Maintenance Program
  - 2. Custodial Equipment
  - 3. Engineer Firm to Prepare Bid Specifications for Facilities Projects
  - 4. Student Accident Insurance
- c. Discussion of Monthly Financial Statements pg. 17
- d. Director of Finance and Administration Approved Transfers Under \$3,000 pg. 49
- e. Discussion and Possible Action on Budget Transfers of \$3,000 or More pg. 54
- f. Other
  - 1. Update on Transition Process

## 6. Policy

- a. First Reading of the Following:
  - 1. 6142.101 – Student Nutrition and Physical Activity pg. 55


## 7. Personnel

- a. Discussion of Non-Union Salary/Benefits (Executive Session)
- b. Discussion of Paraeducator Contract (Executive Session)
- c. Discussion of Superintendent Contract (Executive Session)
- d. Discussion of Clerical/Secretarial Contract (Executive Session)
- e. Possible Action on Non-Union Salary/Benefits
- f. Possible Action on Paraeducator Contract
- g. Possible Action on Superintendent Contract
- h. Possible Action on Clerical/Secretarial 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.



Charles Dumais, Ed.D.  
Superintendent of Schools

CD/kw

pc: Town Clerks: Bethany / Orange / Woodbridge

**PLEASE POST****PLEASE POST**

**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, Ms. Robyn Berke, Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Ms. Amy Esposito, Ms. Tracey Russo, Ms. Sheila McCreven, Mr. James Stirling and Ms. Diane Urbano.

**BOARD MEMBERS ABSENT:** Mr. Steven DeMaio and Mr. Tom Hurley.

**Staff members present:** Mr. Jack Levine, Ms. Terry Lumas, Mr. Jim Saisa, Mr. Ernie Goodwin, Dr. Marie McPadden, Ms. Mary Raiola, Ms. Anna Mahon, Mr. Kevin Keller, Dr. Richard Dellinger and Ms. Kathy Fuller-Cutler.

**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, May 9, 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 6:34 pm.

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

3. **Recognition of CABE student leadership awardees**

Six students were recognized for their achievement.

Natalie Prince and Zach Young from Bethany were presented their awards by Dr. Dellinger.

Evan D'nofrio and Alexandra Barnes from Orange were presented their awards by Ms. Fuller-Cutler.

Kimberly Liang and Christopher Winkle from the high school were presented their awards by Ms. Mahon.

Miss Russo arrived at 6:40 pm

Mr. Blake congratulated the awards recipients and wished them well on behalf of the BOE.

4. **Presentation on China Trip**

Mr. Cole O'Connor and Mr. Kyle Marieg gave a short presentation on their recent trip to China. Both students took questions about their trip from those present after their presentation.

5. **Approval of minutes.**

A. **Regular BOE meeting, April 11, 2016 (enclosure)**

*Motion by Ms. Cohen, 2<sup>nd</sup> by Ms. Urbano to approve the minutes as submitted.*

Vote unanimous (abstentions Ms. Belfonti and Ms. Cardozo)

Motion carried

B. **Annual District meeting on the budget, May 02, 2016 (enclosure)**

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Ms. Esposito approve the minutes as submitted.*

Vote unanimous (abstentions Mr. Belfonti, Ms. Cohen and Mr. Stirling)

Motion carried

C. **Special BOE meeting, May 03, 2016 (enclosure)**

*Motion by Mr. Stirling, 2<sup>nd</sup> by Ms. McCreven to approve the minutes as submitted.*

Vote unanimous

Motion carried

6. **Public Comment – None.**

**7. Student Report**

Mr. R. J. Kaoud gave an update on events at Amity High School, Amity Middle School Bethany Campus and Amity Middle School Orange Campus over the past month, as well as informing the Board of upcoming events. Highlighted were all the spring concerts, spring season athletics, standardized testing, end-of-year planning for proms, fields trips and committee and class meetings and upcoming graduations.

**8. Correspondence - None****9. Superintendent's Report****A. Personnel Report – (enclosure)**

Dr. Dumais was not present at the meeting, having flown to Washington, D.C. for the day to meet with the Department of Energy regarding the FuelCell project at Amity; his report was submitted and is enclosed.

**B. Other - none.**

Ms. Urbano departed at 7:15 pm

**10. Chairman's Report -****A. Committee Reports**

1. **ACES** - Ms. Cohen reported that she saw a presentation given by Mr. Stirling to ACES regarding health insurance and that it was excellent.
2. **CABE** – Ms. McCreven reported that CABE will have its wrap up meeting tomorrow.
3. **Curriculum** – The Curriculum Committee has not met.
4. **Facilities** – The Facilities Committee has not met but will meet next week on May 17<sup>th</sup> at 5:30 pm.

Mr. Saisa reported that construction for the FuelCell project is underway.

**A. Facilities Department monthly report, April, 2016 (enclosure)****5. Finance****A. Discussion and possible action on the Healthy Food Certification Statement for July 01, 2016 through June 30, 2017.**

Ms. Lumas explained the Healthy Food Certification Statement and stated further that opting out of the program would have a very large price tag.

*Motion by Ms. McCreven, 2<sup>nd</sup> by Ms. Cohen to take both motions together as one, below and to:*

1. *Authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that 1) such food is sold in connection with an event occurring after the end of regular school day or on the weekend, 2) such sale is at the location of the event, and 3) such food is not sold from a vending machine or school store.*
2. *Authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 01, 2016 through June 30, 2017.*

Vote unanimous

Motion carried

**B. Discussion and possible action on the tuition rate of 2016-2017**

Ms. Lumas explained that this year there has been an 8% increase in the non-resident tuition rate; it is now 96% of the regular per pupil expenditure. There were some questions and discussion regarding the rate and how it is calculated.

***Motion by Mr. Browe, 2<sup>nd</sup> by Mr. Belfonti to approved the non-resident tuition rate for 2016-2017 school year at \$16,456.00.***

**Vote 8 in favor, Ms. McCreven against**

**Motion carried**

**C. Discussion and possible action on contracts of \$35,000 or more**

Mr. Stirling stated that all five of the items below were recommended by the Finance Committee to the Board and were voted on in one block.

1. Workers' compensation and liability, automotive, and property insurances
2. Snow removal, ice control and sanding services
3. Amity Regional High School bleacher renovations
4. Siemens building controls
5. Septic systems and grease pit services

Ms. Lumas, Mr. Levine and Mr. Saisa explained each contract. There was some discussion about each item and questions were answered.

***Motion by Mr. Cardozo, 2<sup>nd</sup> by Mr. Stirling to approve all 5 contracts as stated below:***

- A. Award worker's compensation insurance for July 01, 2016 to June 30, 2017 to Connecticut Interlocal Risk Management Agency (CIRMA) of New Haven, Connecticut, at a maximum rate increase of 3.0% plus the payroll audit. Award the liability, automobile and property insurance for July 01, 2016 to June 30, 2017 to CIRMA at a maximum rate increase of 6.0% plus any additional exposure changes.***
- B. Award the snow removal, ice control and sanding services to Denny Landscaping, Ltd of Orange, Connecticut for July 01, 2016 to June 30, 2017. The Board reserves the right to cancel the contract if Denny Landscaping, Ltd. Of Orange, Connecticut fails to perform in a satisfactory manner.***
- C. Award the Amity Regional High School bleacher renovations bid to Hussey Seating Company of North Berwick, Maine, at the bid price of \$43,600. Further, that the Superintendent of Schools be authorized to purchase the safety end curtains at the bid price of \$3,460, if funds are available.***
- D. Award the building controls contract to Siemens Industry, Inc. for the third fiscal year of a three-year contract at the price of \$24,785.00. The Board reserves the right to cancel the contract if Siemens Industry, Inc., fails to perform in a satisfactory manner.***
- E. Award the septic systems and grease pit services to Country Septic Service of North Haven, CT of the second year of a three-year contract at the bid price of \$11,840.00. The Board reserves the right to cancel the contract if Country Septic Service fails to perform in a satisfactory manner.***

**Vote unanimous**

**Motion carried**

**D. Discussion of Monthly Financial Statements**

Mr. Levine pointed out that the April medical self-insurance claims totaled \$1,261,508. Most of this is covered by stop-loss. Ms. McCreven asked whether it was time to re-evaluate whether self-insurance was still the best option. Mr. Blake stated that he would wait for the Finance Committee to take the initiative in that regard and Mr. Stirling said that the Committee would certainly do that.

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

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

***Motion by Ms. Cohen, 2<sup>nd</sup> by Mr. Belfonti that the budget transfers below be approved for the purpose of purchasing a radio-frequency card access system for security purpose:***

***From account number 05-14-2350-5580, staff travel, \$2,300 and account number 05-15-0000-5856, transfer account, \$2,400, total \$4,700 transferred to account number 05-14-2350-5420, repairs, maintenance and cleaning.***

Mr. Saisa explained the reasons for the request for the new system, its advantages, and outlined where the money would be coming from as outlined in the memo from Mr. DeRosa (enclosed). Total cost of the project is \$25,608.92. The Board members had several questions which were answered by Mr. Saisa.

**Vote unanimous**

**Motion carried**

**G. Other**

**1. Information on results from budget referendum of May 03, 2016**

Mr. Levine stated that the budget passed by a nearly 2:1 margin and was the 11<sup>th</sup> time in a row that the budget has passed on the first ballot. Mr. Blake thanked the members of the community that came out to vote and supported the budget.

**2. Information on first quarter 2016 executive summary review of Amity Pension Fund, Sick and Severance account and OPEB Trust.**

**6. Policy – Policy Committee is meeting on Monday, May 16<sup>th</sup>.**

**7. Personnel – Personnel Committee met in executive session regarding contract negotiations.**

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

Mr. Blake reminded the Board that June 8<sup>th</sup> is a dinner for Region 5 retirees and June 15<sup>th</sup> is Amity High School graduation.

**12. Adjournment**

***Motion by Mr. Browe, 2<sup>nd</sup> by Mr. Stirling to adjourn at 7:47 pm.***

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary



Amity Regional School District No. 5, Woodbridge, CT  
*Board of Education*

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**Special Meeting**  
**May 23, 2016, 5:30 p.m.**  
**MINUTES**

Board Members Present: Bill Blake, Tracey Russo, Steve DeMaio, Chris Browe, Amy Esposito, Tom Hurley, Sue Cohen, Jamie Stirling, Pat Cardozo, Sheila McCreven, Diane Urbano

Also Present: Charles Dumais, Anna Mahon, Richard Dellinger, Kathleen Fuller-Cutler, Mary Raiola, Marie McPadden, Terry Lumas

1. Call to Order: Chairman Blake called the meeting to order at 5:40 p.m.
2. Discussion of Board of Education Goals for 2016-2017
3. Motion to request that the Superintendent of Schools and the District Administrators develop goals based on the following concepts: supporting innovative instruction and learning engagement, building social/emotional strength and resiliency, resource efficiency, and BOWA [Bethany, Orange, Woodbridge, Amity] collaboration; Tracey Russo, 2<sup>nd</sup> Sheila McCreven, unanimous
4. Adjournment: Meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.  
 Superintendent



Amity Regional School District No. 5, Woodbridge, CT  
*Board of Education*

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**Special Meeting**  
**June 6, 2016, 5:30 p.m.**  
**MINUTES**

Board Members Present: Bill Blake, Tracey Russo, Chris Browe, Amy Esposito, Tom Hurley, Sue Cohen, Jamie Stirling, Pat Cardozo, Sheila McCreven, Diane Urbano, Robyn Berke

Also Present: Charles Dumais

1. Call to Order: Chairman Blake called the meeting to order at 5:45 p.m.
2. Motion to enter Executive Session for the purpose of evaluating the Superintendent and to invite the Superintendent: Tom Hurley, 2<sup>nd</sup> Chris Browe, Unanimous
3. Superintendent left Executive Session at 7:45 p.m.
4. Possible Action on Superintendent Contract: None
5. Motion to Adjourn: Tom Hurley, 2<sup>nd</sup> Pat Cardozo, Unanimous
6. Meeting was adjourned at 8:55 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.  
 Superintendent





Amity Regional School District No. 5, Woodbridge, CT  
***DRAFT Board Goals/Strands***

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Recommended Amity Board of Education 2016-2017 Goals:

1. Continuously improve instruction, cultivate creativity, and enhance student engagement and performance.
2. Enhance the efficient and effective use of resources
3. Foster a supportive climate for students and adults

Recommended Amity Board of Education Goal Strands:

1. Individual
2. Classroom
3. School
4. District
5. BOWA (Bethany, Orange, Woodbridge, Amity)

**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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**June 13, 2016**

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

**New Hire(s):**

**Amity Reg. District Offices – Woodbridge:**

Scott Cleary – Assistant Director of Finance and Administration – Scott will be joining Amity after working as a Business Manager and Financial Activity Coordinator in the Regional School District No. 6. Mr. Cleary obtained a Bachelor of Science in Political Science and a Master of Business Administration from the University of Connecticut.

Patti Welton – Superintendent's and Personnel Administrative Assistant – Patti will be joining Amity after serving with the Wolcott Board of Education as a Central Office Administrative Assistant since 2007. Patti is experienced in all facets of the human resources recruiting process as well as FMLA, certification compliance and state reporting.

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

Gabriel Helland, F/T Chemistry – Gabriel will join Amity after working in the New Haven Public Schools (Hillhouse High School) as a science teacher since 2013. Gabriel received a Bachelor of Science Degree from the University of Alaska and a Master in Science from Southern Connecticut State University.

David DeFeo, F/T Graphics – David is joining Amity after working as a Graphics teacher in the Newtown Public School District since 2007. Prior to working in Newtown, David worked for the Stratford Board of Education, the Region No. 12 School District and the Milford Board of Education. David received a Bachelor of Science, a Master of Science in Art Education and a Master of Science in Organizational Management from Central Connecticut State University.

Timothy Gaipa, F/T English – Timothy joins Amity full-time after working at Amity Regional High School as an English teacher in a one-year assignment covering a leave of absence. Tim received his Bachelor of Arts in English from the University of Connecticut.

**Amity Reg. Middle School – Bethany:**

Opton Martin, F/T Spanish – Opton will begin working with Amity after serving at Wilbur Cross High School in the New Haven Public Schools as a substitute teacher. Opton completed his student teaching with Amity Middle School Orange. Mr. Martin received his Bachelor of Arts in Spanish from Central Connecticut University and a Master of Science in Education from the University of New Haven.

Susan Silva-Patrano, F/T Spanish - Susan comes to Amity after working in the Region No. 16 School District (Woodland Regional High School) as a Spanish teacher for the past 8 years. Susan obtained a Bachelor of Arts in Spanish and a Master of Arts in Teaching from Quinnipiac University.

**Amity Reg. Middle Schools – Orange: NONE****New Hire (s) Coaches:****Amity Reg. High School – Woodbridge: NONE****Amity Reg. Middle Schools – Bethany / Orange: NONE****Leave(s) of Absence:**

Edna Anderson, F/T Career and Technical Education Teacher, Amity Regional High School  
 Elizabeth Smolinski, F/T Fine Arts Teacher, Amity Regional High School  
 Amy Benton, F/T English Teacher, Amity Middle School Bethany

**Resignation(s):****Certified: NONE****Classified: NONE****Coaches:**

Eric Mills, Girls Soccer, Amity Middle School Orange  
 Kendra Luth, Head Dance Coach, Amity Regional High School  
 Deborah Best, Assistant Field Hockey Coach, Amity Regional High School  
 Pasquale Ramano, Assistant Boys Soccer Coach, Amity Regional High School  
 Thom Jacobs, Asst. Varsity Boys' Cross Country, Amity Regional High School  
 Mohamedou Moustapha, Assistant Boys Soccer Coach, Amity Regional High School

**Retirement(s):**

Laurie Carvalho, F/T Spanish Teacher, Amity Middle School Bethany (effective June 30, 2016)

May, 2016

CLEAN

SAFE

HEALTHY

SCHOOLS

## Amity Regional School District No. 5

### Facilities Department Monthly Report

#### Completed Projects:

- A phase loss in our incoming power supply resulted in several problems affecting our HVAC equipment on Friday, May 13 at Amity Regional High School. Our in-house Building Maintainers worked diligently Friday night and Saturday to facilitate all repairs we were ready for school by Monday.
- The chillers at all three schools had all of the preventive maintenance done and were started up. We switched from heating to cooling at the middle schools on May 23.
- The bi-annual outside bleacher inspections were conducted at Amity Regional High School. Minor issues were identified, a purchase order was issued for the appropriate repairs, and the repairs have been completed.

#### Projects in process:

- The two water heaters that feed the science addition at Amity Regional High School developed leaks. New tanks were ordered and will be installed upon delivery.
- The HVAC upgrade project at Amity Middle School, Orange Campus, has begun. The wiring portion has started.

#### 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 was developed. Bids were issued for the new light bulbs and fixtures to upgrade to all LED technology. The bids were opened and the comprehensive energy calculation spreadsheets were submitted to the utility companies for project rebate consideration. The Amity Middle School, Orange Campus and Bethany Campus projects have been signed.
- 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 year. The Facilities Director pursued an insurance claim to replace the floor. The project will be completed during the summer of 2016, and the District will only pay a \$1,000 deductible.
- During preventive maintenance measures, our in-house Building Maintainer noticed a noise from one of the gear boxes in the cooling tower. We have been in contact with our Marley representative. The worst case repairs are estimated to exceed \$13,000. Investigations as to the cause and necessary repair are underway.

Amity Regional School  
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



**AMITY REGIONAL SCHOOL DISTRICT NO. 5**


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



*Charles S. Dumais*  
*Superintendent of Schools*

*charles.dumais@reg5.k12.ct.us*  
*203.392.2106*

To: Amity Finance Committee and Amity Board of Education

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

Re: Bonding Process for Facilities Projects

Date: June 1, 2016

With the 2016-2017 budget approved by the voters, we can now move forward with the proposed bonding of facilities projects.

**List of Facilities Projects:**

The Facilities Committee met on March 29, 2016 and voted to recommend the following facilities projects for a bond referendum:

\$ 312,835	Replace air handlers that feed the middle school gym with full heating/cooling units
\$ 400,056	Air handler replacement at Amity Regional High School
\$ 13,953	Replace the variable air volume box in room 164 at Amity Regional High School
\$ 200,000	Renovate the old consumer science room at Amity Regional High School
\$ 350,000	Parking lot replacement at Amity Regional High School
\$ 189,909	HVAC upgrades at Amity Middle School – Bethany Campus
\$ 405,700	Replace the tennis courts at Amity Regional High School
\$1,872,453	Total estimated costs (including engineering and design plans for bid specifications for HVAC projects)
\$ 187,245	Contingency (10 percent)
(\$ 71,500)	Engineering of Design Plans for Bid Specifications
\$ 84,000	Estimated Cost of Issuance
<b>\$2,072,198</b>	<b>Estimated Principal</b>

**Key Dates:**

06/13/16	Authorize transfer of \$71,500 from 2015-2016 unspent funds to pay for an engineering firm to prepare bid specifications for HVAC projects. If the bond referendum fails, the Board of Education would have the option to use these funds to conduct the engineering study, repurpose the funds or return the funds to the member towns.
Jul-Aug	Presentation to each member town Board of Finance
08/08/16	Amity Finance Committee discusses and possibly takes action
09/12/16	Amity Board of Education discusses and possibly takes action
09/26/16	Public Hearing followed by Board Meeting to take possible action
11/15/16	Referendum held from 6:00 a.m. to 8:00 p.m.
02/28/17	Competitive bond sale
03/14/17	District receives funds and issues purchase orders
Post-Grad.	Work commences in Summer 2017

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



**Jack B. Levine**  
**Director of Finance and Administration**  
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**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: Award of Contracts of \$35,000 or More

Date: June 1, 2016

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

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

Facilities Director Jim Saisa reported, "Amity Regional School District No. 5 issued a Request for Proposals for the Site Based Grounds Maintenance Services program on April 8, 2016. Five vendors attended the mandatory pre-bid meeting on April 15, 2016. Two vendors submitted proposals. Tarantino's Landscaping Inc., of Bridgeport, CT, and Sports Turf of Connecticut, of Orange, CT, were the vendors that submitted proposals. Tarantino's Landscaping Inc. submitted a proposal of \$190,000 for the first year and \$193,000 and \$195,000 for a second and third option year. Sports Turf of Connecticut submitted a bid for \$218,000 for year one and kept the price constant for a second and third option year. The budget for the 2016/17 fiscal year is \$220,000.

Director of Athletics, Ernie Goodwin and Director of Facilities, Jim Saisa met several times to check references, view fields currently being maintained by Tarantino's Landscaping Inc., and compare notes on our findings. Some of the fields we viewed are not maintained to the quality that we currently experience with Sports Turf of CT. A job that was recently done in one of our member towns, Orange, was not done satisfactorily. It was reported to us that any extra requests result in up-charges from Tarantino's Landscaping Inc., whereas Sports Turf of CT frequently does many extras for Amity with no upcharge or request for additional fees. We have received excellent, professional, and prompt service from Sports Turf of CT over the years. They have responded to any and all scheduled and emergency events and have provided countless extra services with no request for additional payment.

Award of Contracts of \$35,000 of More  
 June 1, 2016  
 Page 2

After careful consideration, Ernie Goodwin and Jim Saisa recommended to Chip Dumais and Terry Lumas that we not award the contract to the low bidder due to concerns learned during the reference checks and field visits. They recommended to award the bid to Sports Turf of CT, of Orange, CT. This recommendation was presented to the Amity Facilities Committee on May 17, 2016. The Amity Facilities Committee supported the recommendation to award the bid to Sports Turf of CT and not accept the low bid.”

*Move to award the site-based grounds maintenance program for July 1, 2016 to June 30, 2017 to Sports Turf of Connecticut of Orange, Connecticut, at the bid price of \$218,000 for the first year of a three-year contract. The Board reserves the right to cancel the contract if Sports Turf of Connecticut of Orange, Connecticut, fails to perform in a satisfactory manner.*

## **2. Custodial Equipment:**

Facilities Director Jim Saisa reported, “Amity Regional School District No. 5 budgeted \$50,000 to replace some aging custodial equipment. A Request for Proposal was issued on April 12, 2016, based on equipment demonstrations that the Amity Facilities Department participated in during the past couple months. Equipment was brought to the District and members of the Facilities Department tried and used the equipment to determine the best technologies to meet our needs. The specifications were written based on the best pieces of equipment for Amity or an approved equal. In the case of an approved equal, we requested additional on-site demonstrations to ensure the pieces of equipment would meet or exceed our expectations. Below are the recommendations to award the bids.

Award the bid for a NaceCare Solutions TTV 678 Ride-on scrubber or approved equal to Allston Supply Inc., of Springfield, MA, for a bid price of \$13,085.75. This is for the NaceCare Solutions unit bid.

Award the bid for (2) Windsor Chariot I 20” Stand-behind auto scrubbers or approved equal to Dumouchel Paper Company, of Waterbury, CT. The bid award will be for (2) Viper 28” AS 710R Ride-On auto scrubbers. The cost will be \$6,700 each for a total of \$13,400.

Award the bid for a Windsor Chariot I 26” Stand-behind auto scrubber or approved equal to Dumouchel Paper Company, of Waterbury, CT. The bid award will be for a Viper 28” AS 710R Ride-on auto scrubber. The cost will be \$6,700.

Award the bid for (5) Windsor Versamatic 14” Vacuums to Allston Supply, Inc. of Springfield, MA, for a bid price of \$599.61 each, for a total of \$2,998.05. This is for the Windsor product bid. Other or-equal bids were submitted and were less expensive, but the Windsor is the superior product.

Award the bid for (4) NaceCare RBV 130 Backpack vacuums with an EX2B Kit or approved equal to Allston Supply Inc., of Springfield, MA, for a bid price of \$1,019.15 each, for a total of \$4,076.60. This is for the NaceCare product bid.

Award of Contracts of \$35,000 of More  
 June 1, 2016  
 Page 2

Award the bid for (4) spare batteries for the NaceCare 130 Backpack vacuums or approved equal to Allston Supply, Inc., of Springfield, MA, for a bid price of \$283.50 each, for a total of \$1,134. This is for the NaceCare product bid.

During the demonstrations on the or-equal equipment, a Clarke MA1012E Floor Scrubber complete 107408161 12 inch with Carpet Care Kit medium nylon cylindrical brush 50 foot electric cord 0.8 gallon unit was demonstrated that would be ideal in the restrooms and locker rooms. This piece of equipment would really enhance productivity and custodial quality. The cost of each piece would be \$859.00. I would like to purchase 4 units for a total of \$3,436.

The total price for all recommended purchases is \$44,830.40.”

*Move to award the custodial equipment bid to the vendors based on the recommendations of Facilities Director Jim Saisa. The total cost of all the awards are \$44,830.40.*

### **3. Engineering Firm to Prepare Bid Specifications for Facilities HVAC Projects:**

Facilities Director Jim Saisa recommends the District hire vanZelm Engineers to prepare bid specifications for the facilities projects to be bonded. This is the same firm which prepared the Condition Assessment for HVAC Systems at Amity Regional High School. We have successfully used this firm in the past.

*Move to hire vanZelm Engineers for a fee of \$71,500 to prepare bid specifications for the facilities projects to be bonded.*

### **4. Student Accident Insurance:**

Last year, the Amity Board of Education awarded the Student Accident Insurance contract to Abbate Insurance Associates of New Haven, Connecticut for the 2015-2016 school year for \$28,792.00, which included Catastrophic Accident Insurance. There are two option years, which the Board may award at its sole discretion. The 2016-2017 Budget is \$29,827. Actual claims have been very high, and therefore, the insurance premium will significantly increase for 2016-2017 by \$7,766 or 28.6 percent over the 2015-2016 actual premium.

*Move to award the Student Accident Insurance for the 2016-2017 school year to Abbate Insurance Associates of New Haven, Connecticut for the quoted price of \$34,881.00, which includes Catastrophic Accident Insurance. The carrier is Zurich Insurance Company. This is the first of two option years. The Board reserves the right to cancel the contract if Abbate Insurance Associates of New Haven fails to perform in a satisfactory manner.*



**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 MAY '16 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 JUN '16 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 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	238,084	0	238,084	22,818	FAV
3	OTHER STATE GRANTS	1,103,952	1,157,411	987,936	0	987,936	(169,475)	UNF
4	MISCELLANEOUS INCOME	320,498	174,480	192,215	0	192,215	17,735	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>46,773,420</b>	<b>0</b>	<b>46,773,420</b>	<b>(128,922)</b>	<b>UNF</b>
7	SALARIES	23,646,038	24,522,504	24,373,419	(8,759)	24,364,660	(157,844)	FAV
8	BENEFITS	5,417,449	5,837,134	5,804,219	(209)	5,804,010	(33,124)	FAV
9	PURCHASED SERVICES	7,080,741	7,862,820	7,538,060	(68,944)	7,469,116	(393,704)	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	2,947,163	(9,000)	2,938,163	(113,398)	FAV
12	EQUIPMENT	286,652	245,855	255,804	0	255,804	9,949	UNF
13	IMPROVEMENTS / CONTINGENCY	9,860	493,000	180,565	0	180,565	(312,435)	FAV
14	DUES AND FEES	119,827	145,680	145,680	0	145,680	0	FAV
15	TRANSFER ACCOUNT	346,445	0	510,999	71,500	582,499	582,499	UNF
16	<b>TOTAL EXPENDITURES</b>	<b>44,693,946</b>	<b>46,902,342</b>	<b>46,499,697</b>	<b>(15,412)</b>	<b>46,484,285</b>	<b>(418,057)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>1,195,259</b>	<b>0</b>	<b>273,723</b>	<b>15,412</b>	<b>289,135</b>	<b>289,135</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>273,723</b>	<b>15,412</b>	<b>289,135</b>	<b>289,135</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 MAY '16 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 JUN '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	3,413	0	3,413	8	FAV
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	25,076	0	25,076	(7,424)	UNF
9	TUITION REVENUE	75,864	72,985	92,134	0	92,134	19,149	FAV
10	TRANSPORTATION INCOME	110,046	74,876	85,461	0	85,461	10,585	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	249,582	215,266	238,084	0	238,084	22,818	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,103,952	1,157,411	987,936	0	987,936	(169,475)	UNF
15	OTHER STATE GRANTS	1,103,952	1,157,411	987,936	0	987,936	(169,475)	UNF
16	RENTAL INCOME	26,025	3,500	23,117	0	23,117	19,617	FAV
17	DESIGNATED FROM PRIOR YEAR	266,000	150,000	150,000	0	150,000	0	FAV
18	OTHER REVENUE	28,307	20,980	19,098	0	19,098	(1,882)	UNF
19	TRANSFER IN	166	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	320,498	174,480	192,215	0	192,215	17,735	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	46,773,420	0	46,773,420	(128,922)	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 MAY '16 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 JUN '16 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,722,737	20,383,773	20,178,283	6,992	20,185,275	(198,498)	FAV
2	5112-CLASSIFIED SALARIES	3,923,301	4,138,731	4,195,136	(15,751)	4,179,385	40,654	UNF
3	<b>SALARIES</b>	<b>23,646,038</b>	<b>24,522,504</b>	<b>24,373,419</b>	<b>(8,759)</b>	<b>24,364,660</b>	<b>(157,844)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	317,397	327,104	327,161	(118)	327,043	(61)	FAV
5	5210-FICA - ER	245,870	253,321	253,433	(91)	253,342	21	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	4,080,297	0	4,080,297	0	FAV
8	5860-OPEB TRUST	175,000	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	40,513	45,520	43,724	0	43,724	(1,796)	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>5,804,219</b>	<b>(209)</b>	<b>5,804,010</b>	<b>(33,124)</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	2,631,738	(5,629)	2,626,109	(205,044)	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	3,203,895	(63,315)	3,140,580	(182,730)	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>7,538,060</b>	<b>(68,944)</b>	<b>7,469,116</b>	<b>(393,704)</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 MAY '16 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 JUN '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	734,052	0	734,052	(88,787)	FAV
31	5420-REPAIRS, MAINTENANCE & CLEANING	730,559	703,182	717,509	0	717,509	14,327	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	109,648	(9,000)	100,648	3,648	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	2,947,163	(9,000)	2,938,163	(113,398)	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	210,834	0	210,834	4,149	UNF
43	EQUIPMENT	286,652	245,855	255,804	0	255,804	9,949	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	(100,000)	0	(100,000)	(100,000)	FAV
45	5720-IMPROVEMENTS TO SITES	9,860	183,000	120,565	0	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	(150,000)	0	(150,000)	(150,000)	FAV
47	IMPROVEMENTS / CONTINGENCY	9,860	493,000	180,565	0	180,565	(312,435)	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	510,999	71,500	582,499	582,499	UNF
53	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
54	TOTAL EXPENDITURES	44,693,946	46,902,342	46,499,697	(15,412)	46,484,285	(418,057)	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**



**JUNE 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.

**Projected Unspent Fund Balance:**

The primary reasons for the projected fund balance are, as follows:

- **\$257,392 FAV:** “Turnover savings” from replacing teachers and other staff who retired or resigned is over budget and unpaid leaves-of-absence
- **\$30,315 FAV:** The bid price for workers’ compensation insurance premium was under budget. The payroll audit premium was below budget.
- **\$218,299 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.
- **\$62,385 FAV:** The bid for the stone coping repair project at Amity Regional High School was under budget.
- **\$118,725 FAV:** Utilities for electricity, heating oil and natural gas are projected to be below budget.
- ***\$125,911 FAV: Total cost savings from recommendations made by Amity staff.***

**Projected Uses of Fund Balance:**

- **\$145,086 UNF:** 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. 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 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 Fund for Capital Nonrecurring Expenditures prior to closing the books for this fiscal year.**

- **\$225,000 UNF:** The forecast includes budget transfers into the Reserve for Capital and Nonrecurring Expenditures for facilities projects cut from the proposed 2016-2017 budget.
- **\$140,913 UNF** – The forecast includes a budget transfer into the Reserve for Capital and Nonrecurring Expenditures to pay for the awarded contracts related to the District lighting project.
- ***\$71,500 UNF – The forecast includes a budget transfer into the Reserve for Capital and Nonrecurring Expenditures to pay an engineering firm to prepare specifications for facilities HVAC projects.***

## OVERVIEW

The projected unspent fund balance for this fiscal year is **\$289,135 FAV**, which appears on page 1, column 6, line 20.

## REVENUES BY CATEGORY

The projected yearend balance of revenues are **\$128,922 UNF**, which appears on page 2, column 6, line 22.

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

The forecast is based on information from the State.

### 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 %
January 2016	0.400 %	0.210 %
February 2016	0.400 %	0.370 %
March 2016	0.400 %	0.410 %
<b><i>April 2016</i></b>	<b><i>0.400 %</i></b>	<b><i>0.390 %</i></b>

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

The forecast is based on a historical analysis and actual revenue collected.

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

The forecast is based on historical data and the State cap. Transportation income increase is largely due to a positive adjustment to the fiscal year 2014-2015 Excess Cost calculation.

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

The State reimbursement rate for 2015-2016 is projected to be 75.0 percent (previously 79.0 percent) compared to the budget of 75.0 percent. The State has notified all school districts of the possible reduction due to the State's budget situation.

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

The forecast is based on a historical analysis and actual revenue collected.

**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. The forecast is based on a historical analysis and actual revenues received.

**EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures are **\$418,057 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. Homebound expenditures are projected to be under budget by **\$6,321 FAV**. The IDEA grant does not have sufficient funds to pay for **\$25,000 UNF** of a teacher's salary as budgeted. The forecast includes savings of **\$56,950 FAV (previously \$64,000 FAV)** from unpaid leaves-of-absence. *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 includes savings from vacancies, unpaid leaves-of-absence, and lower overtime costs of \$15,750 FAV. 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:**

Actual employee and retiree claims are \$95,766 FAV under budget. Fees charged are \$76,086 FAV under budget. Actual claims and fees are shown below through February 2016. The forecast assumes the entire budget for this account will be used.

**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	\$382,654	\$360,250	\$22,404	\$284,899	\$402,402
FEB	\$253,140	\$360,250	(\$107,110)	\$330,398	\$238,891
MAR	\$360,554	\$360,250	\$304	\$269,027	\$368,088
APR	\$479,532 <sup>a</sup>	\$360,250	\$119,282	\$302,864	\$374,121
MAY	\$370,820	\$360,250	\$10,570	\$291,612	\$314,836
JUN		\$360,250		\$308,985	\$315,712
TOTALS		\$4,323,000	\$34,390	\$3,832,283	\$4,188,975

Note <sup>a</sup>: Total paid claims for April 2016 were \$1,261,508.05. Sun Life has reimbursed the District \$781,975.91 from the District’s stop-loss coverage.



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

<b>2012-2013 ACTUAL</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 BUDGET</b>	<b>2015-2016 FORECAST</b>
88.9%	103.8%	87.3%	100.0%	<b>100.8%</b>

**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)

<b>MONTH</b>	<b>2015-2016 ACTUAL</b>	<b>2015-2016 BUDGET</b>	<b>2015-2016 VARIANCE</b>	<b>2014-2015 ACTUAL</b>	<b>2013-2014 ACTUAL</b>
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	\$29,552	\$69,745	(\$40,193)	\$47,120	\$44,201
FEB	\$38,454	\$69,745	(\$31,291)	\$46,962	\$43,730
MAR	\$39,472	\$69,745	(\$30,273)	\$46,314	\$33,847
APR	<b>\$39,177</b>	\$69,745	<b>(\$30,568)</b>	\$46,798	\$30,543
MAY	<b>\$28,560</b>	\$69,745	<b>(\$49,185)</b>	\$46,805	\$41,930
JUN		\$69,745		\$47,120	\$41,781
<b>TOTALS</b>		<b>\$837,195</b>	<b>(\$186,112)</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 **\$205,044 FAV** (previously **\$199,340 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 **\$182,730 FAV** (previously \$119,415 FAV).

Tuition for the vo-ag schools has a projected variance of **\$20,709 FAV** (previously \$17,752 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	3(5) <sup>a</sup>
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
<b>Totals</b>	<b>12</b>	<b>14</b>	<b>12</b>	<b>9</b>	<b>14</b>	<b>12(14)</b>

Note <sup>a</sup>: Two students left on April 15, 2016.

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>
<b>ECA</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>22</b>

Public (ACES) and private out-of-district placements has a projected variance of **\$140,120 FAV** (previously \$79,762 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>
Public SPED	6	8	6	10	10	6(7)
Private SPED	24	21	25	24	23	26
<b>Totals</b>	<b>30</b>	<b>29</b>	<b>31</b>	<b>34</b>	<b>33</b>	<b>32(33)</b>

**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 3,731,697 kilowatt hours at an average price of \$0.1750 per kilowatt hour, or a favorable variance of **90,460 FAV**.

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	273,192	316,251	(43,059)	290,906	322,535
FEB	291,283	317,768	(26,485)	319,356	323,318
MAR	297,274	313,876	(16,602)	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	(129,216)	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. Facilities Director Jim Saisa met with the insurance adjustor and received feedback that CIRMA will pay for this project. *The deductible is \$1,000.*

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.

A budget transfer to Equipment - Replacement of **\$5,945 FAV** was approved to replace 3 bottom mats and 1 top mat, which have used their useful life and are in need of repair.

The Athletic budget has funds for planned general repairs, but we would like to use these funds to purchase new mats as the old mats have been damaged by mice. The season will start soon and we want to place the order as soon as possible.

The budget for snow removal and sanding is \$59,745. The costs incurred as of April 30, 2016, are \$36,025, or a favorable variance of **\$23,720 FAV**.

**DEGREE DAYS:** *The number of degree days through April 2016 are 3,591 compared to the prior year's same period of 4,503, or 22.3 percent under the prior year.*

**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**. The Fall of 2015 was warmer than recent Fall of 2014. The forecast for natural gas was reduced by **\$25,000 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.

A budget transfer from Repairs, Maintenance & Cleaning of **\$5,945 FAV** was approved to replace 3 bottom mats and 1 top mat, which have used their useful life and are in need of repair.

**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 \$0.

- **\$20,272 UNF** - Remedy Ventilation Problem in Tech Lab at Amity Regional High School
- **\$79,728 UNF** – Facilities Items Removed from Proposed 2016-2017 Budget

**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 \$0.

- **\$5,800 UNF** – Purchase Stage Tek decks for Amity Middle School – Orange Campus
- **\$140,913 UNF** – Pay for items needed for District Lighting Project
- **\$3,287 UNF** – Purchase facilities items cut from proposed 2016-2017 budget

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

- **\$145,086 UNF:** 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. 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 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 Fund 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.**
- **\$225,000 UNF:** The forecast includes budget transfers into the Reserve for Capital and Nonrecurring Expenditures for facilities projects cut from the proposed 2016-2017 budget.
- **\$140,913 UNF –** The forecast includes a budget transfer into the Reserve for Capital and Nonrecurring Expenditures to pay for the awarded contracts related to the District lighting project.
- ***\$71,500 UNF – The forecast includes a budget transfer into the Reserve for Capital and Nonrecurring Expenditures to pay an engineering firm to prepare specifications for facilities HVAC 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>
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**\$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).

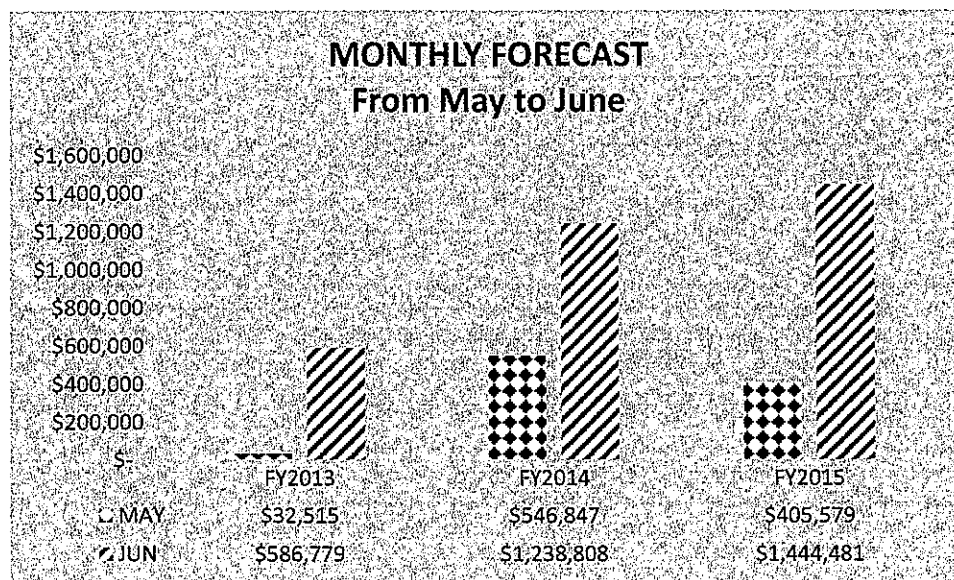
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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**

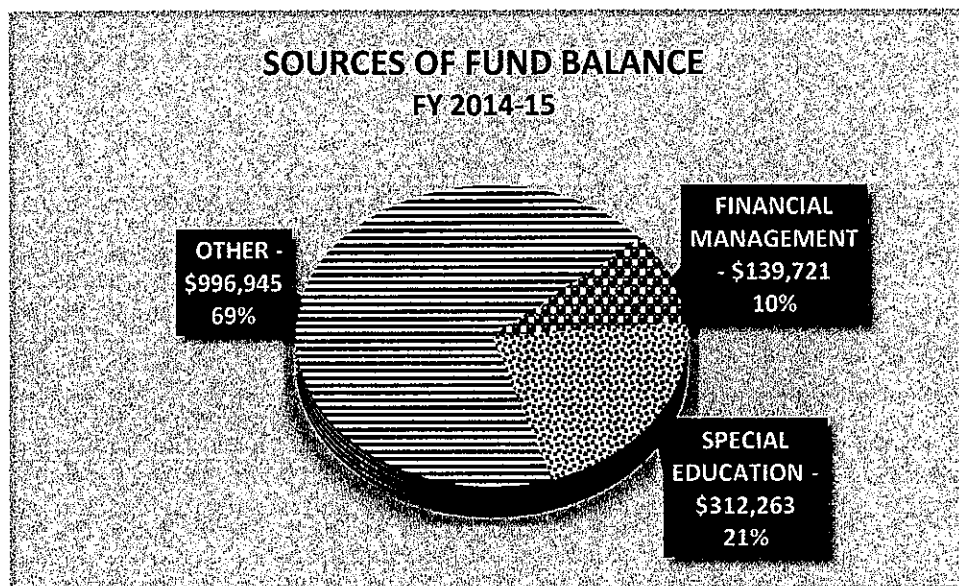
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned 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**.

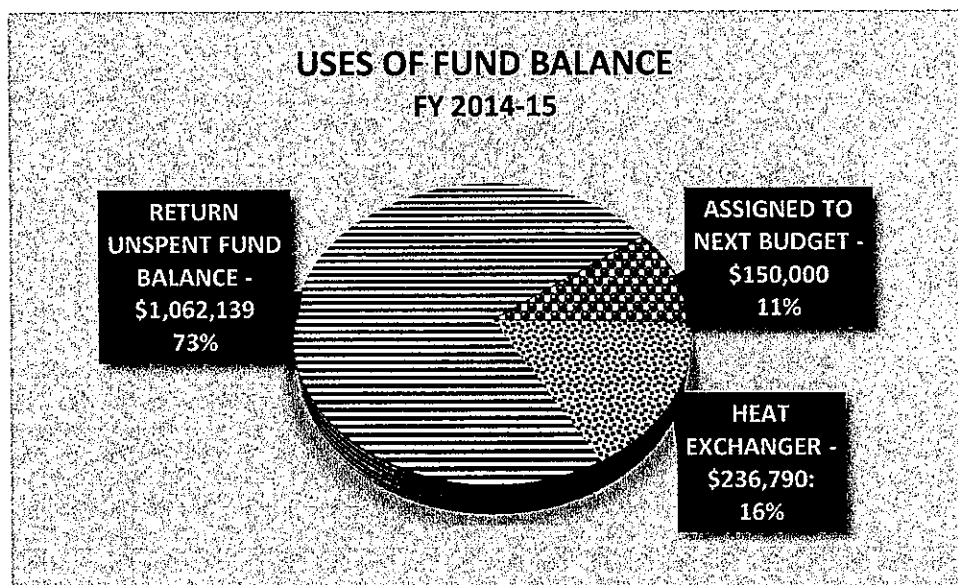
The primary sources of the fund balance are shown graphically below:



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>



<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	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	65	03132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -300.00	Databases
July 2015	66	05132213	5641	TEXTBOOKS	\$ -57.00	Math Digital License
July 2015	70	05132213	5641	TEXTBOOKS	\$ -1,500.00	Spanish II and French II books
July 2015	70	03111006	5641	TEXTBOOKS	\$ 1,500.00	Spanish II and French II books
July 2015	71	05132213	5641	TEXTBOOKS	\$ -1,500.00	AP Gov, AP US Gov&Poltic texts
July 2015	71	03111014	5641	TEXTBOOKS	\$ 1,500.00	AP Gov, AP US Gov&Poltic texts
July 2015	129	04122151	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -250.00	Hearing kit
July 2015	129	04122151	5690	OTHER SUPPLIES	\$ 250.00	Hearing kit
August 2015	2	03111013	5641	TEXTBOOKS	\$ 1,000.00	Replacement texts needed
August 2015	2	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -1,000.00	Replacement texts needed
August 2015	29	04126111	5560	TUITION EXPENSE	\$ -2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
August 2015	29	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ 2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
September 2015	35	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ -600.00	Purchase 7 books for Comp Pro
September 2015	35	03111009	5641	TEXTBOOKS	\$ 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	04126111	5560	TUITION EXPENSE	\$ -2,062.00	TRANSPORTATION EXPENSES
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	131	02132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 400.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	131	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -400.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	132	02132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -700.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	132	02132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 700.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	182	04132190	5581	TRAVEL - CONFERENCES	\$ 400.00	CONFERENCE REGISTATION FEES
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	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	01132400	5581	TRAVEL - CONFERENCES	\$ 171.00	TO ATTEND A CONFERENCE
October 2015	64	01111013	5611	INSTRUCTIONAL SUPPLIES	\$ -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	5611	INSTRUCTIONAL SUPPLIES	\$ -40.00	CONFERENCE FEE
November 2015	62	01111013	5810	DUES & FEES	\$ 40.00	CONFERENCE FEE
November 2015	92	04126130	5510	PUPIL TRANSPORTATION	\$ -2,998.00	TRANSPORTATION TO AMSO
November 2015	92	04126116	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	05142510	5690	OTHER SUPPLIES	\$ -2,172.00	AHS Sci Acid Cabinet & signage
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	03111013	5731	EQUIPMENT - REPLACEMENT	\$ 1,286.00	AHS Science Acid Cabinet
December 2015	33	02142600	5715	IMPROVEMENTS TO BUILDINGS	\$ 2,836.00	Addtl repairs & Gary's
December 2015	33	05142600	5720	IMPROVEMENTS TO SITES	\$ -2,836.00	Addtl repairs & Gary's
December 2015	51	04122150	5690	OTHER SUPPLIES	\$ -67.00	SHIPPING COSTS ADJUSTMENT
December 2015	51	04122150	5611	INSTRUCTIONAL SUPPLIES	\$ 75.00	SHIPPING COSTS ADJUSTMENT
December 2015	51	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -8.00	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	04126116	5510	PUPIL TRANSPORTATION	\$ 1,500.00	FIELD TRIPS WHEELCHAIR BUS
December 2015	53	04126117	5560	TUITION EXPENSE	\$ -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	5611	INSTRUCTIONAL SUPPLIES	\$ 64.00	PUCHASE CLASSROOM SUPPLIES
January 2016	36	02111013	5690	OTHER 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	145	03113201	5111	CERTIFIED SALARIES	\$ -2,130.00	COLORGUARD UNIFORMS/FLAGS
January 2016	145	03113201	5690	OTHER SUPPLIES	\$ 2,130.00	COLORGUARD UNIFORMS/FLAGS
January 2016	176	05142310	5810	DUES & FEES	\$ -1,100.00	NSR TRANSFER
January 2016	176	05142320	5810	DUES & FEES	\$ 1,100.00	NSR TRANSFER
January 2016	220	03113201	5690	OTHER SUPPLIES	\$ 1,649.00	Colorguard digital flags
January 2016	220	03113201	5111	CERTIFIED SALARIES	\$ -1,649.00	Colorguard digital flags
February 2016	15	02132120	5581	TRAVEL - CONFERENCES	\$ 40.00	CONFERENCE FOR S. REMIGIO
February 2016	15	02132400	5581	TRAVEL - CONFERENCES	\$ -40.00	CONFERENCE FOR S. REMIGIO
February 2016	53	01111011	5611	INSTRUCTIONAL SUPPLIES	\$ -726.80	IPAD
February 2016	53	05142350	5730	EQUIPMENT - NEW	\$ 726.80	IPAD
February 2016	63	05132213	5111	CERTIFIED SALARIES	\$ 2,000.00	SDD PRESENTERS
February 2016	63	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	SDD PRESENTERS
February 2016	64	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	MARCH SDD - CATERED EVENT
February 2016	64	05132212	5590	OTHER PURCHASED SERVICES	\$ 2,000.00	MARCH SDD - CATERED EVENT
February 2016	89	03111015	5611	INSTRUCTIONAL SUPPLIES	\$ -150.00	Increase in competition costs
February 2016	89	03111015	5810	DUES & FEES	\$ 150.00	Increase in competition costs
February 2016	95	05142350	5730	EQUIPMENT - NEW	\$ 2,930.00	Chromebooks BMS Eng
February 2016	95	01111005	5641	TEXTBOOKS	\$ -2,930.00	Chromebooks BMS Eng
February 2016	186	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -108.00	to build wood display racks
February 2016	186	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 108.00	to build wood display racks
March 2016	9	03142700	5510	PUPIL TRANSPORTATION	\$ 300.00	BUS TRIP INFINITE POSSIBILITIES
March 2016	9	03111015	5611	INSTRUCTIONAL SUPPLIES	\$ -300.00	BUS TRIP INFINITE POSSIBILITIES
March 2016	20	01132400	5590	OTHER PURCHASED SERVICES	\$ -197.00	DUES FOR AMLE
March 2016	20	01132400	5810	DUES & FEES	\$ 197.00	DUES FOR AMLE
March 2016	21	01132400	5581	TRAVEL - CONFERENCES	\$ 40.00	ADMIN ASSISTANTS CONFERENCE
March 2016	21	01132400	5590	OTHER PURCHASED SERVICES	\$ -40.00	ADMIN ASSISTANTS CONFERENCE
March 2016	33	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -1,300.00	PD DAY - ALL STAFF - CATER
March 2016	33	05132212	5590	OTHER PURCHASED SERVICES	\$ 1,300.00	PD DAY - ALL STAFF - CATER
March 2016	34	05132212	5581	TRAVEL - CONFERENCES	\$ 1,500.00	CONFERENCE
March 2016	34	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -1,500.00	CONFERENCE
March 2016	35	05132213	5810	DUES & FEES	\$ -31.00	AWARD FOR EX. SUPPLIES
March 2016	35	05132212	5810	DUES & FEES	\$ -73.00	AWARD FOR EX. SUPPLIES
March 2016	35	05132213	5690	OTHER SUPPLIES	\$ 104.00	AWARD FOR EX. SUPPLIES
March 2016	61	05142350	5730	EQUIPMENT - NEW	\$ 277.00	ART PRINTER
March 2016	61	01111001	5611	INSTRUCTIONAL SUPPLIES	\$ -277.00	ART PRINTER
March 2016	76	03111008	5731	EQUIPMENT - REPLACEMENT	\$ 667.00	OVEN- TECH ED
March 2016	76	05142320	5690	OTHER SUPPLIES	\$ -667.00	OVEN- TECH ED

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
March 2016	88	05142600	5690	OTHER SUPPLIES	\$ 46.00	school dude upgrades
March 2016	88	03142600	5420	REPAIRS, MAINTENANCE & CLEANING	\$ -46.00	school dude upgrades
March 2016	95	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ 485.00	RETURN OF FUNDS SCIENCE CHRM BK
March 2016	95	05142350	5690	OTHER SUPPLIES	\$ -485.00	RETURN OF FUNDS SCIENCE CHRM BK
March 2016	121	01111014	5611	INSTRUCTIONAL SUPPLIES	\$ -2,788.00	Surface computers
March 2016	121	05142350	5730	EQUIPMENT - NEW	\$ 2,788.00	Surface computers
March 2016	190	04122151	5690	OTHER SUPPLIES	\$ 1,035.00	EQUIPMENT FOR STUDENT
March 2016	190	04122151	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,035.00	EQUIPMENT FOR STUDENT
March 2016	208	05132213	5111	CERTIFIED SALARIES	\$ 2,300.00	SDD PRESENTERS MARCH 24
March 2016	208	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,300.00	SDD PRESENTERS MARCH 24
March 2016	229	02111014	5641	TEXTBOOKS	\$ 20.00	STUDENT TESTING
March 2016	229	02111014	5690	OTHER SUPPLIES	\$ -20.00	STUDENT TESTING
March 2016	237	05132212	5580	STAFF TRAVEL	\$ 138.00	STAFF MILEAGE
March 2016	237	05132212	5550	COMMUNICATIONS: TEL, POST, ETC.	\$ -138.00	STAFF MILEAGE
March 2016	247	04122151	5690	OTHER SUPPLIES	\$ 450.00	HEARING EQUIPMENT FOR STUDENT
March 2016	247	04122151	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -450.00	HEARING EQUIPMENT FOR STUDENT
March 2016	248	04122150	5611	INSTRUCTIONAL SUPPLIES	\$ 22.00	Shipping costs
March 2016	248	04132190	5810	DUES & FEES	\$ -22.00	Shipping costs
March 2016	271	01111006	5611	INSTRUCTIONAL SUPPLIES	\$ 726.00	PURCHASE SPANISH WORKBOOKS
March 2016	271	01111006	5690	OTHER SUPPLIES	\$ -226.00	SPANISH WORKBOOKS
March 2016	271	01111006	5810	DUES & FEES	\$ -500.00	SPANISH WORKBOOKS
March 2016	272	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ -474.00	READING INCENTIVE PROGRAM
March 2016	272	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ 657.00	READING INCENTIVE PROGRAM
March 2016	272	01111016	5641	TEXTBOOKS	\$ -90.00	READING INCENTIVE PROGRAM
March 2016	272	01111016	5690	OTHER SUPPLIES	\$ -93.00	READING INCENTIVE PROGRAM
March 2016	282	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,700.00	colored paper
March 2016	282	03132400	5611	INSTRUCTIONAL SUPPLIES	\$ 2,700.00	colored paper
March 2016	284	03142600	5731	EQUIPMENT - REPLACEMENT	\$ 1,578.00	Tower Hill H/W heater
March 2016	284	03142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -1,578.00	Tower Hill H/W heater
March 2016	291	02111014	5641	TEXTBOOKS	\$ -185.00	STUDENT TESTING
March 2016	291	02111014	5611	INSTRUCTIONAL SUPPLIES	\$ 185.00	STUDENT TESTING
March 2016	296	02111011	5611	INSTRUCTIONAL SUPPLIES	\$ 170.00	CMT TESTING
March 2016	296	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -170.00	CMT TESTING
April 2016	10	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,800.00	school/office supplies
April 2016	10	03132400	5611	INSTRUCTIONAL SUPPLIES	\$ 2,800.00	school/office supplies
April 2016	13	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ 840.00	PURCHASE VIDEO CAMERAS
April 2016	13	03111010	5810	DUES & FEES	\$ -840.00	PURCHASE VIDEO CAMERAS
April 2016	15	03111016	5611	INSTRUCTIONAL SUPPLIES	\$ 761.00	INC IND. CLASS LIBRARY
April 2016	15	03111016	5810	DUES & FEES	\$ -761.00	INC IND. CLASS LIBRARY
April 2016	16	03111013	5641	TEXTBOOKS	\$ -180.00	microscope repair
April 2016	16	03111013	5420	REPAIRS, MAINTENANCE & CLEANING	\$ 180.00	microscope repair
April 2016	16	03111013	5420	REPAIRS, MAINTENANCE & CLEANING	\$ 400.00	microscope repair
April 2016	16	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -250.00	fees used to buy replace equip
April 2016	16	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -400.00	microscope repair
April 2016	16	03111013	5731	EQUIPMENT - REPLACEMENT	\$ 495.00	fees used to buy replace equip
April 2016	16	03111013	5810	DUES & FEES	\$ -495.00	fees used to buy replace equip
April 2016	16	03111013	5731	EQUIPMENT - REPLACEMENT	\$ 250.00	fees used to buy replace equip
April 2016	30	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ 388.00	Xfer for MATHXL Access codes
April 2016	30	03111009	5641	TEXTBOOKS	\$ -388.00	Xfer for MATHXL Access codes
April 2016	31	01111016	5810	DUES & FEES	\$ 30.00	READING AWARD D MAGIC SHOW
April 2016	31	01111016	5641	TEXTBOOKS	\$ -30.00	READING AWARD D MAGIC SHOW
April 2016	34	01132400	5581	TRAVEL - CONFERENCES	\$ 2,468.00	2 SURFACES DELLINGER/DOYLE
April 2016	34	01132400	5550	COMMUNICATIONS: TEL, POST, ETC.	\$ -2,468.00	2 SURFACES DELLINGER/DOYLE
April 2016	42	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -110.00	WOOD FOR PORTFOLIO HOLDER

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
April 2016	42	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 110.00	WOOD FOR PORTFOLIO HOLDER
April 2016	46	01132400	5581	TRAVEL - CONFERENCES	\$ 1,199.00	CONFERENCE FEES
April 2016	46	01132400	5590	OTHER PURCHASED SERVICES	\$ -1,199.00	CONFERENCE FEES
April 2016	47	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -700.00	math team transportation
April 2016	47	03142700	5510	PUPIL TRANSPORTATION	\$ 700.00	math team transportation
April 2016	51	05132213	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -650.00	WATCHES -YRS SERV AND AWARD EX
April 2016	51	05132213	5690	OTHER SUPPLIES	\$ 650.00	WATCHES -YRS SERV AND AWARD EX
April 2016	61	05142350	5730	EQUIPMENT - NEW	\$ 2,467.60	Surface Pros
April 2016	61	01132400	5581	TRAVEL - CONFERENCES	\$ -2,467.60	Surface Pros
April 2016	76	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -125.00	STAFF TRAVEL - MILEAGE
April 2016	76	05132212	5580	STAFF TRAVEL	\$ 125.00	STAFF TRAVEL - MILEAGE
April 2016	77	05132213	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -1,700.00	MAY SDD PRESENTERS
April 2016	77	05132213	5111	CERTIFIED SALARIES	\$ 1,700.00	MAY SDD PRESENTERS
April 2016	92	02111016	5611	INSTRUCTIONAL SUPPLIES	\$ 353.00	PURCHASE STUDENT BOOKS
April 2016	92	02111016	5690	OTHER SUPPLIES	\$ -353.00	PURCHASE STUDENT BOOKS
April 2016	100	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 273.00	CLASS LAB SUPPLIES
April 2016	100	03111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -273.00	CLASS LAB SUPPLIES
April 2016	130	01142700	5510	PUPIL TRANSPORTATION	\$ 253.00	STRINGS CLASS BUS TRIP SENIORC
April 2016	130	01111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -253.00	STRINGS CLASS BUS TRIP SENIORC
April 2016	140	02111008	5611	INSTRUCTIONAL SUPPLIES	\$ 500.00	SCHOOL NETWORK LAB LICENSE
April 2016	140	02111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -500.00	SCHOOL NETWORK LAB LICENSE
April 2016	142	02132400	5580	STAFF TRAVEL	\$ 400.00	FOR STAFF MILEAGE
April 2016	142	02132400	5581	TRAVEL - CONFERENCES	\$ -400.00	FOR STAFF MILEAGE
April 2016	143	02132400	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ 710.00	CHAIR RENTAL -MOVING UP CER.
April 2016	143	02132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -300.00	CHAIR RENTAL -MOVING UP CER.
April 2016	143	02111009	5611	INSTRUCTIONAL SUPPLIES	\$ -410.00	CHAIR RENTAL -MOVING UP CER.
April 2016	145	02111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -65.00	PURCHASE EQUIPMENT
April 2016	145	02111010	5730	EQUIPMENT - NEW	\$ 65.00	PURCHASE EQUIPMENT
April 2016	146	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,468.00	Surface Pros-OMS
April 2016	146	05142350	5730	EQUIPMENT - NEW	\$ 2,468.00	Surface Pros-OMS
April 2016	207	02111011	5731	EQUIPMENT - REPLACEMENT	\$ 1,250.00	PHYS. ED. EQUIPMENT
April 2016	207	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,250.00	PHYS. ED. EQUIPMENT
April 2016	215	03132120	5611	INSTRUCTIONAL SUPPLIES	\$ 6.00	NEED FOR MAPS
April 2016	215	03132120	5581	TRAVEL - CONFERENCES	\$ -6.00	NEED FOR MAPS
May 2016	50	01142219	5690	OTHER SUPPLIES	\$ -90.00	NATURE CLASSROOM BUS TRIP
May 2016	50	01142700	5510	PUPIL TRANSPORTATION	\$ 90.00	NATURE CLASSROOM BUS TRIP
May 2016	52	01132220	5690	OTHER SUPPLIES	\$ 400.00	2 Ball Chairs
May 2016	52	01132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -400.00	2 Ball Chairs
May 2016	63	04126111	5560	TUITION EXPENSE	\$ 1,865.00	TUITION - SPECIAL ED SERVICES
May 2016	63	04126110	5560	TUITION EXPENSE	\$ -1,865.00	TUITION - SPECIAL ED SERVICES
May 2016	81	02142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -600.00	challenge course inspection
May 2016	81	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 600.00	challenge course inspection
May 2016	82	05142350	5580	STAFF TRAVEL	\$ -2,300.00	RFID Card Access to Buildings
May 2016	82	05150000	5856	Transfer Account	\$ -2,400.00	RFID Card Access to Buildings
May 2016	87	01142219	5690	OTHER SUPPLIES	\$ -193.00	BUS TRANSPORTATION
May 2016	87	01142700	5510	PUPIL TRANSPORTATION	\$ 193.00	BUS TRANSPORTATION
May 2016	88	01142700	5510	PUPIL TRANSPORTATION	\$ 140.00	BUS TRANSPORTATION
May 2016	88	01142219	5690	OTHER SUPPLIES	\$ -140.00	BUS TRANSPORTATION
May 2016	95	01132220	5690	OTHER SUPPLIES	\$ 130.00	Ball Chairs for Media Center
May 2016	95	01132220	5611	INSTRUCTIONAL SUPPLIES	\$ -130.00	Ball Chairs for Media Center
May 2016	97	02142700	5510	PUPIL TRANSPORTATION	\$ 65.00	TRANSPORTATION FOR FIELD TRIP
May 2016	97	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -65.00	TRANSPORTATION FOR FIELD TRIP
May 2016	105	04121203	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 2,423.00	TRANSITION/JOB COACHING
May 2016	105	04132190	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,423.00	TRANSITION/JOB COACHING
May 2016	164	04132140	5810	DUES & FEES	\$ -170.00	RESOURCES-SCHOOL REFUSAL

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
May 2016	164	04132140	5611 INSTRUCTIONAL SUPPLIES	\$ 170.00	RESOURCES-SCHOOL REFUSAL
May 2016	188	04132140	5611 INSTRUCTIONAL SUPPLIES	\$ 382.00	PSYCHOLOGICAL TESTING MATERIAL
May 2016	188	04132140	5810 DUES & FEES	\$ -382.00	PSYCHOLOGICAL TESTING MATERIAL
May 2016	193	04121200	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,500.00	OT/PT THERAPY SERVICES
May 2016	193	04132213	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 2,500.00	OT/PT THERAPY SERVICES
May 2016	200	01132120	5690 OTHER SUPPLIES	\$ -130.00	School Wide Assembly
May 2016	200	01132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 130.00	School Wide Assembly
May 2016	202	05142350	5730 EQUIPMENT - NEW	\$ 2,690.00	SCANNER
May 2016	202	05142350	5731 EQUIPMENT - REPLACEMENT	\$ -2,690.00	SCANNER
May 2016	212	01132400	5590 OTHER PURCHASED SERVICES	\$ -283.00	BUS TRIP TO HARTFORD READING
May 2016	212	01142700	5510 PUPIL TRANSPORTATION	\$ 283.00	BUS TRIP TO HARTFORD STUDENTS
May 2016	223	05132212	5581 TRAVEL - CONFERENCES	\$ 800.00	WORKSHOP -LANG/LITERACY DISORD
May 2016	223	05132212	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ -800.00	WORKSHOP -LANG/LITERACY DISORD

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



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

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

To: Charles S. Dumais, Ed. D., Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Budget Transfers of \$3,000 or More  
Date: June 1, 2016

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

**Preparation of Bid Specifications for Facilities HVAC Projects to be bonded:**

Facilities Director Jim Saisa recommends we use vanZelm Engineers to prepare bid specifications for the facilities HVAC projects to be bonded. The estimated cost is \$71,500. The funding would come from 2015-2016 unspent funds and be transferred into the Reserve Fund for Capital and Nonrecurring Expenditures.

*Move to make budget transfers totaling \$71,500 from 2015-2016 unspent funds into the Reserve Fund for Capital and Nonrecurring Expenditures for the purpose of hiring an engineering firm to prepare bid specifications for the facilities HVAC projects to be bonded. The Director of Finance and Administration shall report to the Amity Finance Committee and Amity Board of Education the accounts and amounts used to fund the \$71,500 budget transfers.*

**6142.101(a)****Instruction****Student Nutrition and Physical Activity**

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

**Goals for Nutrition Education**

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive middle school health education curriculum and will be integrated into other high school classroom content areas, as appropriate.

**Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in grades 7-11 and shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in the District's physical education program.

**Nutrition Guidelines for Foods Available in Schools**

Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and My Plate, published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Education ("Connecticut Nutrition Standards for Foods in Schools") in addition to federal and state statutes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to students separately from school meals meet the Connecticut

**6142.101(b)****Instruction****Student Nutrition and Physical Activity**

Nutrition Standards. All beverages sold to students on school premises will be healthy choices that meet the requirements of state statute.

All sources of food sales to students at school must comply with the "Connecticut Nutrition Standards for Food in Schools" including, but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

**Reimbursable School Meals**

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

**Monitoring**

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

**Community Input**

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, periodic review and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators, and the public.

**Evaluation of Wellness Policy**

In an effort to measure the implementation of this policy, the Board of Education designates the Director of Curriculum as the District Wellness Committee Chairperson who will be responsible for ensuring that each school meets the goals outlined in this policy. The District will make available to the public an assessment of the implementation, including the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of this policy.

(cf. 3542 - Food Service)

(cf. 3542.33 - Food Sales Other Than National School Lunch Program)



## 6142.101(c)

**Instruction****Student Nutrition and Physical Activity**

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-221 Boards of education to prescribe rules, policies and procedures.

10-215a Nonpublic school participation in feeding program.

10-215b Duties of state board of education re: feeding programs.

10-216 Payment of expenses.

10-215e Nutrition standards for food that is not part of lunch or breakfast program

10-215f Certification that food meets nutrition standards.

10-221o Lunch periods. Recess.

10-221p Boards to make available for purchase nutritious, low-fat foods.

10-221q Sale of beverages.

Regulations of Connecticut State Agencies

10-215b-1 Competitive foods.

10-215b-23 Income from the sale of food items.

National School Lunch Program and School Breakfast Program; Competitive Food Services. (7 CFR Parts 210.11 and 220.12)

The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265

Nutrition Standards in the National School Lunch and School Breakfast Programs, 7 CFR Parts 210 & 220

Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751

Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)

School Breakfast Program, 7 C.F.R. Part 220 (2006)

Policy adopted: XXXX xx, xxxx

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

6142.101(d)

**Instruction****Student Nutrition and Physical Activity**

National School Lunch Program or School Breakfast Program: Nutrition Standards for All Foods Sold in School (Federal Register, Vol. 78, No. 125, June 28, 2013)

## **Instruction**

### **Student Nutrition and Physical Activity**

#### **National School Lunch Program and School Breakfast Program**

Reimbursable meals served in the U.S. Department of Agriculture's (USDA) National School Lunch Program (NSLP) and School Breakfast Program (SBP) will follow the USDA meal pattern requirements and nutrient standards in accordance with the Healthy, Hunger-Free Kids Act of 2010. Menu planning, purchasing procedures and production techniques for school meals will be used to decrease fat, saturated fat, trans fat, sodium and sugars, and to increase fiber. In addition, school meals shall:

- Include only unflavored low-fat (1%) and fat-free milk flavored or unflavored, which contain no more than 4 grams of sugar per ounce and no artificial sweeteners, that meets the requirements of the state beverage statute and federal regulation; and
- Ensure that half of the grains served are whole grains. All grains must be whole grain rich, containing at least 50% whole grains by weight or has a whole grain as the first ingredient and any other grain ingredients are enriched.
- Reduce the levels of sodium, saturated fats and trans fats in meals; (per Department of Agriculture Nutrition Standards and Connecticut Nutrition Standards, which are the same)
- Meet the nutrition needs of school children within their calorie requirements (per Department of Agriculture Nutrition Standards and Connecticut Nutrition Standards which are the same).

The District will share information regarding the nutrition content of school meals with students, families and school staff. Nutrition information for a la carte foods and beverages sold in schools will also be available.

#### **Cafeteria A La Carte Sales**

The school food service program must follow the Connecticut Nutrition Standards when determining the items for a la carte sales. All beverages sold to students in school meals and as a la carte sales must meet the requirements of state statute and USDA requirements for a la carte foods.

#### **Cafeteria Climate**

A lunchroom environment that provides students with a relaxed, enjoyable climate shall be developed. It is encouraged that the lunchroom environment be a place where students have:

- adequate space to eat and pleasant surroundings;
- appropriate supervision; and
- convenient access to hand washing facilities before meals.

Cafeterias will serve as an additional source of nutrition education, using posters and signage free of brands and illustrations of unhealthy foods, to promote good nutrition and food choices.

**6142.101(b)****Instruction****Student Nutrition and Physical Activity****Meal Schedules**

Meal periods shall be scheduled at appropriate hours. In compliance with federal regulations, lunch must be scheduled between 10:00 a.m. and 2:00 p.m. in all schools. Pursuant to state statute, schools are required to provide all full day students a daily lunch period of not less than 20 minutes. Activities such as tutoring, clubs or organizational meetings or activities shall not be scheduled during meal times.

**Qualifications of Food Service Staff**

Qualified nutrition professionals shall administer the school meal programs. As part of the school district's responsibility to operate a food service program, continuing professional development shall be provided for all nutrition professionals in schools. Staff development programs shall include appropriate certification and/or training programs for school food service directors, managers and cafeteria workers, according to their levels of responsibility.

**Training for Food Service Staff**

All food service personnel shall have adequate pre-service training in food service operations and regularly participate in professional development activities that address requirements for Child Nutrition Programs, menu planning and preparation, food safety, strategies for promoting healthy eating behaviors and other appropriate topics.

**Other Foods Offered or Sold**

To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The Connecticut Nutrition Standards apply to all food sold to students on school premises, including but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. All beverages sold or served to students at school shall meet the requirements of state statute and federal regulations, whichever are stricter, at all times. However, beverages not meeting the requirements of state statute and foods not meeting the Connecticut Nutrition Standards may be sold or served at the location of an event occurring after the end of the regular school day or on the weekend provided they are not sold from a vending machine or school store. The District strongly encourages the sale or distribution of nutrient-dense foods, such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes.

Pursuant to state statute (CGS 10-221p), whenever any group makes foods available for purchase in a school during the school day, low-fat dairy products and fresh or dried fruits must also be available in the school at the same time for purchase by students. "Foods available for purchase" include, but are not limited to, foods sold in cafeterias, vending machines, school stores, fundraisers and any other food sales during the school day. This includes the following:

If a snack machine with food items is available for use by students during the school day, the

## 6142.101(c)

**Instruction****Student Nutrition and Physical Activity**

school must also have non-fat or low-fat dairy products and fresh or dried fruit available for purchase. When the snack machine is operating outside of cafeteria hours, schools must make alternate provisions to offer non-fat or low-fat dairy products and fresh or dried fruit for sale at the same time.

**Access to Drinking Water**

Students and staff will have access to safe, fresh drinking water throughout the school day. Fluoridated or bottled water that does not contain added sugars, sweeteners, artificial sweeteners, or caffeine, should be made available for purchase by students and staff. The District participates in the reimbursable National School Lunch Program and/or School Breakfast Program and students have access to free potable water available where meals are served.

**Foods Brought Into School**

The District shall encourage families to pack healthy lunches and snacks and to refrain from including beverages that do not meet the requirements of state statute or foods that do not meet the Connecticut Nutrition Standards.

**Fundraising**

School fundraising activities shall not involve food or beverages or shall only use foods that meet the Connecticut Nutrition Standards and beverages that meet the requirements of state statute and federal regulations. However, food items that do not meet the Connecticut Nutrition Standards and beverages not meeting the requirements of state statute and federal regulations can be sold as fundraisers on school premises if they are sold at the location of an event occurring after the end of the regular school day or on the weekend, provided they are not sold from a vending machine or school store. The District shall encourage fundraising activities that promote physical activity. The District shall make available to students, parents, teachers and school groups a list of ideas for acceptable fundraising activities, such as healthy foods and beverages or alternate nonfood fundraisers.

Competition with nutritious meals served by the school food services operations must be minimized. Income from any competitive foods or beverages sold from 30 minutes prior to the start of any state or federally subsidized milk or meal program until 30 minutes after the end of the program must accrue to the food service account.

**Concessions**

Food items that do not meet the Connecticut Nutrition Standards and beverages that do not meet the requirements of state statute and federal regulations can be sold at concessions operated at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store. Organizations operating concessions at school functions after school or on weekends should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin

**6142.101(d)****Instruction****Student Nutrition and Physical Activity**

to encourage selection by students.

**Nutrition Practices in Classrooms**

The District demonstrates a commitment to improving student nutrition, and strongly discourages the use of food items as part of a student incentive program. Nonfood alternatives are strongly encouraged for classroom celebrations. Should a classroom celebration use food items, adherence to the guidance from the Connecticut Nutrition Standards is strongly encouraged.

**Nutrition Education**

Nutrition education shall be offered as part of a comprehensive school health education program designed to provide students with the knowledge and skills necessary to promote and protect their health. Nutrition education shall use national or state-developed standards, such as the Connecticut State Department of Education's Healthy and Balanced Living Curriculum Framework.

**Educational Outreach**

School instructional staff members shall collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families.

**Partnering with Community Organizations**

Schools shall partner with community organizations (e.g., local businesses, faith-based organizations, libraries, local health departments, local colleges and their students, and local health care providers) to provide consistent health messages and support school-based activities that promote healthy eating and physical activity.

**Nutrition Promotion**

The District shall conduct nutrition education activities and promotions that involve parents, students and the community. The school team responsible for planning nutrition activities shall ensure interdisciplinary collaboration by including school food service, school nurses, health and physical education teachers, family and consumer sciences teachers, and other appropriate school staff members.

**Professional Development for Teachers**

The District shall include appropriate training for teachers and other staff members. Staff members responsible for nutrition education shall be adequately prepared and shall regularly participate in professional development activities to effectively deliver the nutrition education program as planned. Preparation and professional development activities shall provide basic knowledge of nutrition, combined with the development of skills and adequate time to practice

## **Instruction**

### **Student Nutrition and Physical Activity**

skills in program-specific activities. Training shall include instructional techniques and strategies designed to promote healthy eating behaviors.

### **Engaging Students**

Schools shall consider student needs in planning for a healthy school environment. Students shall be asked for input and feedback through the use of student surveys and other means, and attention shall be given to their comments. Key health messages shall be promoted by coordinating classroom and cafeteria, and through planned promotions such as health fairs, nutrition initiatives, programs and contests.

### **Staff Wellness**

The District shall disseminate information, build awareness, provide health education and support health-promoting activities that focus on skill development and lifestyle behavior change for staff members. Staff shall have access to facilities that meet employee wellness needs and interests.

### **Physical Education**

The District's physical education curriculum is based on the Healthy and Balanced Living Curriculum Framework. Lessons are designed to provide appropriate scope and sequence for all activities, and modifications are made in order to include all students. Students are given both physical and written assessments to ensure mastery of skills. Students in grades 8 and 10 participate in the Connecticut State Fitness test in order to measure their level of fitness in the areas of flexibility, cardiovascular endurance and muscular strength and endurance.

The District shall ensure that students are required to participate in grades 7-11. Certified and highly qualified physical education teachers will teach all physical education classes.

### **Incorporating Physical Activity Into the Classroom**

Students in all grade levels shall be provided with opportunities for physical activity beyond and in addition to physical education. Classroom health education shall complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle. Classroom teachers are encouraged to provide short physical activity breaks between lessons or classes, as appropriate.

### **District Wellness Committee**

With the purposes of monitoring the implementation of the District's policy, evaluating policy progress, serving as a resource to school sites, and revising the policy as necessary, a District-wide wellness committee shall be established. *(Required by federal law only for districts that participate in the USDA child nutrition programs.)* The committee will meet a minimum of four times annually. Committee membership shall consist of:

Regulation approved: XXX xx, xxxx

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## **Instruction**

### **Student Nutrition and Physical Activity**

- District Food Service Coordinator
- Parent representative
- Staff member representative from each school level
- Administrative Representative
- Physical Education and Health Program Leader
- School Nurse
- Health Education Teacher
- Physical Education Teacher
- Student
- Board of Education Member

### **Implementation and Monitoring**

The Superintendent or designee shall ensure compliance with the established district-wide school wellness policy. In each school, the Principal or designee shall ensure compliance with those policies in his or her school and shall report on the school's compliance to the school district Superintendent or designee. School food service staff members, at the school or district level, shall ensure compliance with nutrition policies within school food service areas and shall report on this matter to the Superintendent (or if done at the school level, to the school Principal). The Superintendent or designee will invite suggestions and comments concerning the implementation and improvement of the school wellness policy from the community members, including parents, students and the school board. The District Wellness Committee shall provide an annual report to the Superintendent concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

### **Policy Review**

The District shall identify a strategy and schedule to help review policy compliance, assess progress and determine areas in need of improvement. As part of that process, the district shall review nutrition and physical activity policies; new research and evidence on health trends and effective programs; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The District and individual schools within the District shall, as necessary, revise the school wellness policy and develop work plans to facilitate its implementation.



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

Finance Committee	5/9/16
Policy Committee	5/16/16
Facilities Committee	5/17/16
Personnel Committee	5/24/16

MINUTES

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

**COMMITTEE MEMBERS ABSENT:** None.

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

**Also present:** Mrs. Ruth Natzel, Ms. Sheila McCreven.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, May 09, 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 - March 14, 2016

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

Vote unanimous (Abstention Mr. Giglietti)

Motion carried

B. Finance Committee meeting – March 28, 2016

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

Vote unanimous

Motion carried

C. Finance Committee meeting – April 11, 2016

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

Ms. McCreven asked that a phrase be added to the minutes from April 11<sup>th</sup>, "...all items on the agenda were discussed..."

Mr. Levine called for a vote to approve the minutes as amended.

Vote 2 in favor, 3 abstentions (Ms. Cardozo, Mr. Giglietti and Mr. Grabowski)

Motion carried

3. **Public comment** - None.

4. **Discussion and possible action on the Health Food Certification Statement for July 01, 2016 through June 30, 2017.**

Ms. Lumas explained the particulars of the Health Food Certification Statement.

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Nuzzo to recommend both items on page 10 of the Finance Packet as below:*

1. *Motion to recommend to the Amity Board of Education that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 01, 2016 through June 30, 2017.*
2. *Motion to recommend to the Amity Board of Education that the Amity Regional School District No. 5 will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that 1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, 2) such sale is at the location of the event, and 3) such food is not sold from a vending machine or school store.*

There was some discussion and comment about the fact that this is a misguided mandate and that the students do not

eat the food; there is a lot of waste.

Vote unanimous

Motion carried

**5. Discussion and possible action on the tuition rate of 2016-2017**

*Motion by Mr. Giglietti, 2<sup>nd</sup> by Ms. Cardozo to recommend that the Amity Board of Education approve the non-resident tuition rate for 2016-2017 school year at \$16,456.00.*

Ms. Lumas explained that this rate is 98% of the current per pupil rate for Amity. There were questions and discussion about how the non-resident tuition rate is calculated and how much leeway the BOE has in setting that rate.

Vote unanimous

Motion carried

**6. Discussion and possible action on contracts of \$35,000 or more**

The Committee decided to hear all the information on all 5 contracts and vote on them all in one motion. Ms. Lumas, Mr. Levine and Mr. Saisa explained each contract and answered the Committee's questions.

- A. Workers' compensation and liability, automotive, and property insurances
- B. Snow removal, ice control and sanding services
- C. Amity Regional High School bleacher renovations
- D. Siemens building controls
- E. Septic systems and grease pit services

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Giglietti to recommend that the BOE award the contracts as follows:*

- A. *Award worker's compensation insurance for July 01, 2016 to June 30, 2017 to Connecticut Interlocal Risk Management Agency (CIRMA) of New Haven, Connecticut, at a maximum rate increase of 3.0% plus the payroll audit. Award the liability, automobile and property insurance for July 01, 2016 to June 30, 2017 to CIRMA at a maximum rate increase of 6.0% plus any additional exposure changes.*
- B. *Award the snow removal, ice control and sanding services to Denny Landscaping, Ltd of Orange, Connecticut for July 01, 2016 to June 30, 2017. The Board reserves the right to cancel the contract if Denny Landscaping, Ltd. Of Orange, Connecticut fails to perform in a satisfactory manner.*
- C. *Award the Amity Regional High School bleacher renovations bid to Hussey Seating Company of North Berwick, Maine, at the bid price of \$43,600. Further, that the Superintendent of Schools be authorized to purchase the safety end curtains at the bid price of \$3,460, if funds are available.*
- D. *Award the building controls contract to Siemens Industry, Inc. for the third fiscal year of a three-year contract at the price of \$24,785.00. The Board reserves the right to cancel the contract if Siemens Industry, Inc., fails to perform in a satisfactory manner.*
- E. *Award the septic systems and grease pit services to Country Septic Service of North Haven, CT of the second year of a three-year contract at the bid price of \$11,840.00. The Board reserves the right to cancel the contract if Country Septic Service fails to perform in a satisfactory manner.*

Vote unanimous

Motion carried

**7. Discussion of monthly financial statements**

Mr. Levine highlighted increased medical claims in April that were \$1,200,000. Ms. Lumas is working with stop-loss regarding this claim.

- 8. Director of Finance and Administration-approved transfers under \$3,000
- 9. Discussion and possible action on budget transfers of \$3,000 or more

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Giglietti that the budget transfers below be approved for the purpose of purchasing a radio-frequency card access system for security purpose:*

*From account number 05-14-2350-5580, staff travel, \$2,300 and account number 05-15-0000-5856, transfer account, \$2,400, total \$4,700 transferred to account number 05-14-2350-5420, repairs, maintenance and cleaning.*

Mr. Saisa explained the reasons for the request for the new system, its advantages, and outlined where the money would be coming from as outlined in the memo from Mr. DeRosa (enclosed). Total cost of the project is \$25,608.92. Ms. Cardozo commended Mr. DeRosa on his very clear memo.

**Vote unanimous**

**Motion carried**

**10. Other**

**A. Information on results from budget referendum of May 03, 2016**

Mr. Levine noted that the budget passed by a nearly 2:1 margin and that there was not a huge turnout. This is the 11<sup>th</sup> year in a row that the budget has passed on the first vote. The Committee commended Mr. Levine and Ms. Lumas for their work.

**B. Information on first quarter 2016 executive summary review of Amity Pension Fund, Sick and Severance account and OPEB Trust.**

Mr. Levine stated that the results of the 1<sup>st</sup> quarter review were better than the previous year's first quarter.

**C. Other**

Ms. McCreven noted a letter to the editor in the New Haven Register stating that the Amity golf team may not have a place to play next year as the Country Club of Woodbridge is closing. Mr. Goodwin explained that the team would solicit offers from other golf courses in the district.

**11. Adjourn**

*Motion by Mr. Belfonti, 2<sup>nd</sup> by Mr. Nuzzo to adjourn at 6:15 p.m.*

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk



Amity Regional School District No. 5, Woodbridge, CT  
*Board of Education – Policy Committee*

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**Policy Committee Meeting**  
**May 16, 2016, 5:30 p.m.**  
**MINUTES**

Committee Members Present: Tom Hurley, Diane Urbano  
Board Members Present: Bill Blake  
Also Present: Charles Dumais, Marie McPadden, Terry Lumas

1. Call to Order: Tom Hurley called the meeting to order at 5:50 p.m.
2. A quorum was not established
3. Adjournment: Meeting was adjourned at 6:15 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.  
Superintendent



Amity Regional School District No. 5, Woodbridge, CT  
*Board of Education – Facilities Committee*

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**Facilities Committee Meeting**  
**May 17, 2016, 5:30 p.m.**  
**MINUTES**

Committee Members Present: Tracey Russo, Amy Esposito, Diane Urbano  
 Board Members Present: -  
 Also Present: Charles Dumais, Terry Lumas, Jim Saisa, Ernie Goodwin

1. Call to Order: Tracey Russo called the meeting to order at 5:35 p.m.
2. Public Comment: None.
3. Update on Fuel Cell: Jim Saisa provided update on construction progress.
4. Update on Lighting/Energy Projects: Jim Saisa provided update on project progress. Bethany contract has been signed; estimated 1.1 year payback on investment.
5. Discussion and Possible Recommendation on Awarding Grounds Contract:  
 Motion to recommend to full Board awarding grounds contract to Sports Turf of Connecticut, LLC – Diane Urbano; 2<sup>nd</sup> Amy Esposito; Unanimous.
6. Other
  - a. Discussion of progress on hiring additional maintainer (approved in budget)
  - b. Discussion of planning for upcoming bonding
7. Adjournment: Meeting was adjourned to the fuel cell site at 6:05 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.  
 Superintendent



Amity Regional School District No. 5, Woodbridge, CT  
*Board of Education – Personnel Committee*

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**Personnel Committee Meeting**  
**May 24, 2016, 5:30 p.m.**  
**MINUTES**

Committee Members Present: Pat Cardozo, Sue Cohen, Sheila McCreven, Tracey Russo,  
 Jamie Stirling  
 Board Members Present: Bill Blake  
 Also Present: Charles Dumais

1. Call to Order: Sue Cohen called the meeting to order at 5:35 p.m.
2. Human Resources Update
3. Motion to move to executive session and invite superintendent: Sheila McCreven, 2<sup>nd</sup> Pat Cardozo, unanimous
4. Negotiations Update
5. Non-Union Salaries and Benefits Discussion
6. Exit executive session
  - a. Motion to advance superintendent's recommendations for non-union salaries and benefits to full Board, and to permit to make corrections and adjustments as necessary: Pat Cardozo, 2<sup>nd</sup> Tracey Russo, unanimous
7. Motion to Adjourn: Sheila McCreven, 2<sup>nd</sup> Pat Cardozo, unanimous.
8. Meeting adjourned at 6:45

Respectfully Submitted,

Charles Dumais, Ed.D.  
 Superintendent