

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

August 10, 2015

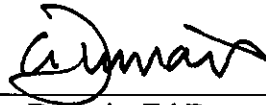
A regular meeting of the Amity Regional Board of Education will be held on Monday, August 10, 2015, at 6:30 p.m. in the cafeteria at Amity Regional High School.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Recognition of 2015 State Champion Amity Regional High School Baseball Team (Enclosure)
4. Recognition of 2015 State Champion Amity Regional High School Boys' Tennis Team (Enclosure)
5. Swearing in of New Board Member
6. Discussion on Appointment of Amity Regional High School Assistant Principal (Executive Session)
7. Possible Action on Appointment of Amity Regional High School Assistant Principal
8. Approval of Minutes
 - a. Regular BOE Meeting, June 8, 2015 (Enclosure)
 - b. Special BOE Meeting, June 16, 2015 (Enclosure)
9. Public Comment
10. Student Report
11. Update on Report on Teacher Evaluation Ratings 2014-2015 (Enclosure)
12. Technology Report – Network Security Update (Enclosure)
13. Correspondence

14. Superintendent's Report
 - a. Personnel Report (Enclosure)
 - b. Other
15. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CAFE
 3. Curriculum
 4. Facilities
 - a. Facilities Dept. Monthly Report, June/July 2015 (Enclosure)
 - b. Inspection Reports – Amity Regional High School - Amity Middle School, Bethany Campus - Amity Middle School, Orange Campus (Enclosures)
 5. Finance
 - a. Presentation and Discussion of 2016-2017 Budget Calendar
 - b. Presentation of Annual Report on Reserve Fund for Capital and Nonrecurring Expenditures
 - c. Discussion and Possible Action on Recommended Uses of 2014-2015 Year End Available Funds
 - d. Discussion and Possible Action on Contracts of \$35,000 or More
 1. Heat Exchanger at Amity Regional High School
 2. Food Service Contract
 - e. Discussion of Monthly Financial Statements
 1. Fiscal Year 2014-2015
 2. Fiscal Year 2015-2016
 - f. Director of Finance and Administration Approved Transfers Under \$3,000
 1. Fiscal Year 2014-2015
 2. Fiscal Year 2015-2016
 - g. Discussion and Possible Action on Budget Transfers of \$3,000 or More
 1. Fiscal Year 2014-2015
 2. Fiscal Year 2015-2016
 - h. Other
 1. Update on MicroGrid Project and HVAC Upgrades at Amity Middle School – Orange Campus
 2. Update on Financial Audit
 6. Policy
 - a. Policy 6146.2 Statewide Proficiency/Mastery Examinations – Second Read (Enclosure)
 - b. Policy 7551 – Naming of Amity Facilities - First Read (Enclosure)
 - c. Discussion of Board of Education Committee Structure (Enclosure)
 7. Personnel
 - a. Discussion of Non-Union Salaries (Executive Session)
 - b. Discussion of Paraeducator Tentative Agreement
 - c. Discussion of Superintendent's Evaluation and Superintendent's Contract (Executive Session)
 - d. Possible Action on Non-Union Salaries
 - e. Possible Action on Paraeducator Tentative Agreement
 - f. Possible Action on Superintendent's Evaluation
 - g. Possible Action on Superintendent's Contract

16. Items for the Next Agenda
17. Adjournment



Charles Dumais, Ed.D.
Superintendent of Schools

CD/kfw

pc: Town Clerks: Bethany
Orange
Woodbridge

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

If you require accommodations to participate because of a disability, please contact the office of the Superintendent of Schools in advance at 397-4811.
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AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



**CONGRATULATIONS
AMITY BASEBALL**

*Coach Cappadona
Amity Athletes!
Congratulations!
D. J. J. J.*

It is a pleasure to invite you and your parents to attend a special ceremony to be held on Monday, August 10, 2015, at 6:30p.m., at which time we will honor coaches and team members as the 2015 Class LL State Baseball Champions.

The ceremony/recognition will be held as part of the Amity Board of Education meeting in the Amity Regional High School Cafeteria.

During the ceremony we look forward to recognizing the outstanding performance of the team and presenting a special plaque.

Congratulations again.

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



**CONGRATULATIONS
AMITY BOYS' TENNIS**

*Coach Ruffone &
Amity Players -
Congratulations!
C. Ruffone*

It is a pleasure to invite you and your parents to attend a special ceremony to be held on Monday, August 10, 2015, at 6:30p.m., at which time we will honor coaches and team members as the 2015 State Boys' Tennis Champions.

The ceremony/recognition will be held as part of the Amity Board of Education meeting in the Amity Regional High School Cafeteria.

During the ceremony we look forward to recognizing the outstanding performance of the team and presenting a special plaque.

Congratulations again.

MINUTES

BOARD MEMBERS PRESENT: Chairman William Blake, Mr. John Belfonti, Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Ms. Diane Crocco, Mr. Steven Demaio, Ms. Rita Gedansky, Mr. James Horwitz, Mr. Thomas Hurley, Ms. Sheila McCreven and Mr. James Stirling.

BOARD MEMBERS ABSENT: Ms. Tracey Lane Russo

Staff members present: Dr. Charles Dumais, Ms. Terry Lumas, Mr. Ernie Goodwin, Mr. Shawn DeRosa, Dr. Marie McPadden, Ms. Mary Raiola, Ms. Jill LaPlante, Ms. Anna Mahon, Mr. James Saisa, and other staff members.

Also present: Mrs. Ruth Natzel, Mr. George Grotheer; Mr. Joel Kopylec, Tony Sherman and Mr. Erik Robie (all from United Illuminating (UI); other members of the public.

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, June 08, 2015 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 6:38 pm
2. **Pledge of Allegiance** was recited by those present.

Motion by Mr. Hurley, 2nd by Ms. Crocco, to amend the agenda and move item #4 after item # 9 second and to go into Executive Session and include Dr. Dumais.

Vote 10 in favor, 1 opposed (Ms. McCreven)

Motion carried

3. **Recognition of Award of Excellence recipients.**

Dr. Dumais recognized and introduced two staff members from Amity High School who are the recipients of the Amity High School Award of Excellence: Mr. Scott Demaio, certified staff award of excellence for Amity Regional School and Mr. Bob Carbone, classified staff award of excellence for Amity Regional School

Mr. Blake congratulated Mr. Demaio and Mr. Carbone on their award and thanked them for their hard work on behalf of the Board.

Motion by Mr. Browe, second by Mr. Hurley, to amend the agenda and move items #5 and #6 after item #4.

Vote unanimous

Motion carried

7. **Approval of minutes.**

- A. **Regular BOE meeting, May 11, 2015 (enclosure)**

Motion by Mr. Browe, second by Mr. Hurley to approve the minutes. – look at recording

Corrections - Add minority report enclosure notation to end of minutes.
Dr. Laubstein name correction in public comment.

Vote unanimous with one abstention (Mr. Horwitz)

Motion carried

{Corrections were made and minutes re-submitted}

8. Public Comment

Dr. Brian Laubstein from Bethany spoke about the letter he received from the curriculum director in response to his question regarding the middle school science curriculum, in particular biology, at the May Board meeting.

9. Student Report

Mr. George Grotheer gave an update on events at Amity High School over the past month as well as informing the Board of upcoming events, including graduation. This is Mr. Grotheer's final report to the Board since he will be graduating.

Mr. Blake congratulated Mr. Grotheer on a job well done and thanked him on behalf of the Board for his service this school year.

The Board adjourned to executive session at 7:00 pm for agenda item #4.

The Board returned from executive session at 7:14 pm.

4. Discussion and possible action on appointment of Amity Regional High School Principal

Dr. Dumais recommended that, based on the extensive screening and interview process, the Board appoint Ms. Anna Mahon as the new Amity Regional High School Principal, beginning on July 1, 2015, at a salary of \$145,871.

Motion by Ms. Cohen, second by Ms. Crocco to appoint Ms. Anna Mahon as the new Amity Regional High School principal beginning on July 1, 2015, at a salary of \$145,871.

Vote unanimous

Motion carried

5. Recognition of departing BOE member

Mr. James Horwitz, who has served on the Board for 4 years and also serves as treasurer for the District will be leaving His Board position after this meeting. Mr. Blake thanked him for his service and for his succinct, clear and wise voice on the Board; he will be missed.

6. Break

The Board took a break at 7:20 pm and reconvened at 7:30 pm

10. Presentation on science standards – Mr. Matt Filip/Ms. Barbara Haag

Dr. McPadden introduced Mr. Filip and Ms. Haag, chair of Science Department at the high school and Ms. Haag, Science Content Chair at Orange Middle School. The presented An Invitation to Consider Next Generation Science Standards (NGSS) put forth by the State of Connecticut. Amity's science standards have been in place since 2004 and unchanged. Discussion, questions and comments followed. Dr. McPadden told that Board that Mr. Filip and Ms. Haag have been invited to participate on two different State committees concerning NGSS.

11. Capstone presentation (attachment)

Dr. Dumais introduced Ms. LaPlante and Ms. Mahon who presented the current plan for the capstone project. Questions and discussion followed.

12. Update on fuel cell and natural gas delivery to Amity Middle School – Orange campus (enclosure)

Dr. Dumais introduced the representatives from UI who were present to answer questions regarding the natural gas installation. He stated that the return on investment is good, will pay for itself in two years. There were several questions which were answered by the UI representatives.

Motion by Mr. Stirling, second by Mr. Hurley to move item 17.A.5.b.5 to this point in the agenda.

17.A.5.b.5 Conversion of boilers and hot water boiler to natural gas at Amity Middle School, Orange Campus

Vote unanimous

Motion carried

Motion by Mr. Stirling, second by Mr. Hurley to award the project of converting the boilers and domestic hot water boiler from oil to natural gas at Amity Middle School – Orange Campus to SK Mechanical, LLC of Manchester, Connecticut for the bid price of \$60,495.

Vote unanimous

Motion carried

Motion by Mr. Browe, second by Ms. Crocco to make the following budget transfer to the Reserve Fund for Capital and Nonrecurring Expenditures to pay SK Mechanical, LLC, of Manchester, Connecticut, to convert the boilers and domestic hot water boiler from oil to natural gas at Amity Middle School – Orange Campus: Transfer from account number 03-14-2600-5621 Natural Gas, to account number 05-15-000-5856, Transfer account, in the amount of \$4,395.

There were several questions regarding the required permits and timeline for the installation which were answered by the UI representatives and Mr. Saisa.

Motion by Mr. Hurley, second by Ms. Gedansky, to authorize Dr. Dumais to enter into the necessary agreements with UIL Holdings to implement the natural gas conversion at Amity Middle School, Orange Campus.

Vote unanimous, 1 abstention (Mr. Browe)

Motion carried

Dr. Dumais updated the Board regarding the fuel cell contract. There are no substantive changes to report at this time.

13. Acceptance of gift (enclosure)

Motion by Ms. Cohen, 2nd by Mr. Browe to accept the gift of \$100.00 from The New Haven Mineral Club to Orange Middle School.

Vote unanimous

Motion carried

14. Discussion and possible action on district goals and objectives – second reading (enclosure)

Motion by Mr. Stirling, 2nd by Ms. Crocco to accept the Board of Education district goals and objectives for 2015-2016.

There were questions and discussion on the timeline for updating the Board of Education district goals for 2015-2016.

Dr. Dumais explained that this is part of a process of moving the yearly goals back in time to come after the Superintendent's evaluation.

Vote unanimous

Motion carried

15. Correspondence – none.

16. Superintendent's Report

A. Personnel Report – (enclosure)

Dr. Dumais announced that R. J. Kaoud will be the new Student Liason to the Board for 2015-2016. R. J. is working to coordinate the high school student government with the student governments of the two middle schools.

B. Other

Dr. Dumais gave a short update on legislative action on mastery learning; curriculum portal for parents is almost ready to be opened; good feedback was received regarding the high school principal search process.

17. Chairman's Report -

A. Committee Reports

1. ACES - nothing to report.

2. CABA - A summary of the legislative session will take place in Hartford tomorrow, Tuesday June 9th at 9:00 am for any who are interested.

3. Curriculum – The Curriculum Committee has not met.

4. Facilities – The Facilities Committee has not met.

A. Facilities Department monthly report, June 2015 (enclosure)

Ms. Cardozo commended and thanked Mr. Saisa for his monthly report.

5. Finance

A. Status report on Board goal: fostering a district cultures of maximizing cost savings and efficiencies. (enclosure)

Mr. Levine reported on the continuing cost savings and the energized culture looking for cost savings district-wide. Mr. Blake thanked Mr. Levine for his hard work on behalf of the entire Board and commended him on being the recipient of an award from the business managers in the State of Connecticut and the Connecticut Quality Improvement Award for best practices in non-profits.

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

1. Student athletic insurance

2. Asphalt repairs

3. Trash and recycling removal services

4. Stop-Loss program

5. Conversion of boilers and hot water boiler to natural gas at Amity Middle School – Orange Campus – covered above under agenda item #12

Mr. Hurley recused himself from voting on items 1 and 4; therefore the Board will vote on #2 and #3 together and #1 and #4 together.

Motion by Mr Horwitz, second by Ms. Cardozo to award asphalt repair services, as needed by the District, to Greenway Industries of Danbury, Connecticut for July 1, 2015 to June 30, 2016 at the bid prices of \$3.00 per square foot for repairs of 3,000 square feet and above; \$3.50 per square foot for 1,000 to 3,000 square feet; and \$5.50 per square foot for under 1,000 square feet. The Board reserves the right to cancel the contract if Greenway Industries of Danbury, Connecticut fails to perform in a satisfactory manner;
and

to award the trash and recycling removal service to All American Waste LLC of New Haven, Connecticut for a three-year contract at the bid price of \$115,844.94, not including extra charges for additional pick-ups. The annual payment will be \$38,614.98, not including extra charges for additional pick-ups. The Board reserves the right to cancel the contract if All American Waste of New Haven, Connecticut fails to perform in a satisfactory manner.

Vote unanimous

Motion carried

Motion by Mr. Horwitz, second by Ms. Crocco to award the Student Accident Insurance for the 2015-2016 school year to Abbate Insurance Associates of New Haven, Connecticut for the quoted price of \$28,792.00, which includes Catastrophic Accident Insurance. There are 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;
and

to authorize the Superintendent of Schools to enter into an agreement with the School District Stop Loss Purchasing Group for 2015-2016 if the terms and conditions are favorable to the District. The Superintendent of Schools is authorized to enter into an agreement with Anthem for the District's Stop-Loss Insurance if School District Stop Loss Purchasing Group does not provide terms and conditions favorable to the District. The Superintendent of Schools may request the Board extend the contract or agreement up to two additional years without bidding.

Vote unanimous (abstention Mr. Hurley)

Motion carried

C. Discussion and possible action on food service operations (enclosure)

1. Update on possible re-bidding requirement

Ms. Lumas explained the possibility of a rebidding process and the changes in the school lunch program.

2. Discussion and possible vote on extension of contract

Motion by Ms. Cohen, second by Ms. Crocco, to recommend that the Amity Board of Education award a one-year contract extension for food service operations for 2015-2016 to Compass Group, USA, Inc. (Chartwells) per the proposed Amendment and the Director of Finance and Administration is authorized to sign the Amendment

Vote unanimous

Motion carried

3. Discussion and possible vote on increase in lunch prices

4. Discussion and possible vote on increase in a la carte prices

Motion by Mr. Stirling, second by Mr. Horwitz, to recommend to the Amity Finance Committee to authorize the food service provider to raise lunch prices by 0.10 per Type A meal in all three schools for 2015-2016 and the Director of Finance and Administration is authorized to approve increases in a la carte items.

Vote unanimous

Motion carried

5. Discussion and possible vote on healthy food certification statement

Motion by Ms. Gedansky, second by Mr. Horwitz to authorize the Superintendent of Schools to sign Form Emergency Department-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 good is sold in connection with an event occurring after the end of the regular school day or on the weekend and (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

and to authorize the Superintendent of Schools to sign Form Emergency Department-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 no exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 01, 2015 through June 30, 2016.

Vote 10 in favor, 1 opposed (Mr. Hurley)

Motion carried

D. Discussion of Monthly Financial Statements

E. Discussion of possible uses of year-end fund balance

Mr. Levine explained the information in the memo regarding possible use of year-end funds. Questions and discussion followed, particularly regarding the OPEB Trust.

F. Director of Finance and Administration approved transfers under \$3,000

G. Discussion and Possible Action on Budget Transfers of \$3,000 or More
1. Fiscal year 2014-2015

Motion by Mr. Stirling, second by Mr. Horwitz, to transfer all fund as in Jack Levine's memo of June 03, 2015, listed below:

Account number 01-14-2600-5420, Repairs, maintenance and cleaning, to account number 03-14-2600-5420, Repairs, maintenance and cleaning in the amount of \$8,974 for the purposed of installing a new wrestling mat hoist in the small gymnasium at Amity Regional High School.

Account number 02-14-2600-5420 Repairs, maintenance and cleaning, to account number 03-14-2600-5420, Repairs, maintenance and cleaning in the amount of \$3,655 for the purpose of repairing or replacing fencing along the soccer and lacrosse fields at Amity Regional High School

Account number 02-14-2600-5413 Maintenance/custodial supplies, to account number 03-14-2600-5420, Repairs, maintenance and cleaning in the amount of \$3,885 for the purpose of repairing cracks on the tennis courts at Amity Regional High School.

Account number 02-14-2600-5413 Maintenance/custodial supplies, to account number 03-14-2600-5420, Repairs, maintenance and cleaning in the amount of \$8,250 for the purpose of installing a scuttle hatch at Amity Regional High School.

Account number 03-13-2400-5330, Other professional and technical services, to account number 05-14-2510-5730, Equipment-new, in the amount of \$11,313 for the purpose of purchasing five fireproof file cabinets for the District Offices to be used to store confidential personnel files.

Account number 03-13-2400-5330, Other professional and technical services, to account number 01-14-2600-5620, Oil used for heating, in the amount of \$15,912 for the purpose of purchasing 7,200 gallons of heating oil at the daily rate on the date of purchase (estimated at \$2.21 per gallon) for Amity Middle School – Bethany Campus.

Account number 02-14-2600-5420 Repairs, maintenance and cleaning, to account number 03-14-2600-5420, Repairs, maintenance and cleaning in the amount of \$4,218 for the purpose of repairing the elevator at Amity Regional High School.

Discussion and questions followed regarding various items above.

Vote unanimous

Motion carried

2. Fiscal year 2015-2016

Motion by Mr. Browe, second by Mr. Horwitz to make the following budget transfers: from account numbers 01-11-1009-5641 Texts and digital resources, 02-11-1009-5641 Texts and digital resources and 05-13-2213-5641 Texts and digital resources in the amounts of \$3,073, \$3,073 and \$57 respectively (total of \$6,203), to account number 03-11-1009-5641 Texts and digital resources.

Vote unanimous

Motion carried

6. Policy**A. Policy 6146.1 Grading/Assessment Systems – second reading (enclosure)**

Motion by Mr. Browe, 2nd by Ms. Crocco to accept Policy 6146.1.

Vote unanimous

Motion carried

B. Policy 6146 Graduation Requirements – second reading (enclosure)

Motion by Ms. Cohen, second by Mr. Browe to accept Policy 6146.

Vote unanimous

Motion carried

C. Policy 2151/4111 Recruitment and Selection of Administrative Staff- second reading (enclosure)

Motion by Ms. Cohen, second by Ms. Gedansky to accept policy 2151/4111.

Vote unanimous

Motion carried

D. Policy 6146.2 Statewide proficiency/mastery examinations – first reading (enclosure)

Dr. Dumais and Mr. Hurley explained the changes in the policy; the changes were made with an eye toward making it more generic so as to be more flexible with changes that are certain to come from the State.

7. Personnel

Dr. Dumais will prepare non-union salaries for the August meeting.

18. Items for next agenda – please forward any items to Dr. Dumais or Mr. Blake for the next regularly scheduled meeting on August 10, 2015.

19. Adjournment

Motion by Mr. Horwitz, 2nd by Mr. Stirling to adjourn at 9:35 pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

Attachments:

11. Attachment, Amity Regional High School Capstone Project

12. Attachment, memo from Mr. Levine, June 08, 2015

MINUTES

COMMITTEE MEMBERS PRESENT: William Blake, Chris Browe, Patricia Cardozo, Diane Crocco, Rita Gedansky, Sheila McCreven, Tracey Lane Russo, James Stirling

Also Present: Charles Dumais

A meeting of the Amity Regional Board of Education was held on Tuesday, June 16, 2015 at 5:30 p.m. in the Superintendent's Conference Room at the District Offices.

- 1. Call to Order:** The meeting was called to order Chairman Blake at 5:50 p.m.
- 2. Superintendent Evaluation**
- 3. Superintendent Contract**
Superintendent will present suggested updated contract language and terms to Personnel Committee so that recommendation may be made to full Board in August
- 4. Adjourn:** The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Charles Dumais, Ed.D.

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



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

(203) 397-4812
marie.mcpadden@reg5.k12.ct.us

Teacher Evaluation Ratings with Explanatory Text 2014-15

The Amity Teacher Evaluation and Development Model consists of multiple measures to determine an accurate and comprehensive picture of teacher performance. All Amity teachers are evaluated in four categories, grouped in two major focus areas: Teacher Practice and Student Outcomes.

Teacher Practice Related Indicators: An evaluation of the core instructional practices and skills that positively affect student learning. This focus area is comprised of two categories: 1) Observation of teacher performance and practice (40%); and 2) Peer feedback (10%).

Student Outcomes Related Indicators: An evaluation of teachers' contribution to student academic progress, at the school and classroom level. This focus area is comprised of two categories: 1) Student growth and development (45%) as determined by the teacher's student learning objectives (SLOs); and 2) Measures of student learning as determined by student feedback (5%) through student surveys.

Scores from each of the four categories will be combined to produce a summative performance rating of Exemplary, Proficient (*Accomplished* will be the descriptor in this category beginning with the 2015-16 academic year), Developing or Below Standard. The performance levels are defined as:

Exemplary – Substantially exceeding indicators of performance

Proficient – Meeting indicators of performance

Developing – Meeting some indicators of performance but not others

Below Standard – Not meeting indicators of performance

Below is the rating chart for the Educator Evaluation Data Collection, 2014-15, Part A that was submitted to the SDE this past June. Districts may submit amended Part A forms until September 15, 2015 should changes be necessary. Results were reported for **all** certified educators, including administrators, who worked in the district during the 2014-15 school year, excluding the Superintendent of Schools.

FINAL RATING	TOTAL COUNT OF EDUCATORS
Below Standard	1
Developing	1
Proficient	126
Exemplary	110
In Process	2
Not Rated	3

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



Shaun DeRosa
District Technology Coordinator
shaun.derosa@reg5.k12.ct.us

Phone (203) 397-4830
Fax (203) 392-3216

To: Amity Region 5 Board of Education, Dr. Charles Dumais; Superintendent

From: Shaun DeRosa; Director of Technology

RE: Network Security Status

In response to some recent requests for clarification regarding our current state of data and network security and to keep the Board of Ed up to date, I've prepared a quick summarization of our current security environment. Our challenge is to balance security with end-user functionality. In other words, if the system is too secure it will be unusable, however, if we allow users to do almost anything we lose security. So the key is balance.

We have security software on all PC and servers; this software does a scan weekly on all machines. We have real time protection enabled, which alerts us when viruses, spyware or other potentially unwanted software attempts to install itself or run on the computer. Real time scan is enabled as well, which scans files and attachments that are downloaded.

We monitor all folders for any files that may be stored on our servers that could be harmful using custom-built scripts. Should a potentially dangerous file be detected it is quarantined and building administration is notified.

We have disabled auto run on all computers to prevent USB, CD and any other device that would auto run by just plugging it in. This protects us from some of the most popular delivery vectors for malware. This particular policy was put in place when it was brought to our attention by a student that other students might have been installing key logging software using this auto run method. We have no confirmed reports of this activity, but we implemented this security measure as a precaution.

We also have a Fortigate appliance, which has AntiVirus, Application Control, Data Leak Prevention, Endpoint Control, Intrusion Protection and Web Filter enabled. All traffic moving across our network and out to the Internet passes through this appliance. As an added security measure all Internet traffic is also run through a second web filter managed by the CT Education Network (CEN), which provides our Internet services.

Data backup and recovery is not specifically security oriented, but it does allow us to protect data by making it recoverable in the event of an incident, malicious or otherwise. Digital backups of all servers and files are kept on a Datto appliance located at the Orange campus. The Datto has redundant systems and allows us to recover data from a single file to an entire server depending on the situation and our needs.

If you have any other questions or concerns please feel free to contact me at anytime.

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

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phone: 203.392.2106
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August 10, 2015

To: Members of the Board of Education

From: Charles Dumais, Superintendent of Schools

Re: Personnel Report

New Hire(s):

Amity Reg. District Offices – Woodbridge: NONE

Amity Reg. High School – Woodbridge:

History/Social Studies – Lee Ann Browett – Returning Amity Teacher. Ms. Browett comes back to Amity after serving as the K-12 Social Studies Curriculum Coordinator for ACES. Ms. Browett received her BA in Political Science from Fairfield University, her MS in Special Education from SCSU and her 6th Year Degree in Educational Leadership from Sacred Heart University.

Special Education – Kevin Mozealous – Mr. Mozealous returns to Amity after a teaching assignment with the Ansonia Public School system. He previously worked as a paraprofessional for the Amity District. He is currently part of the Amity coaching staff as well. Mr. Mozealous received his BA in History, with a minor in Political Science from the University of Connecticut. He is currently continuing his education at Southern Connecticut State University to obtain his MA in Special Education – Emotional Disorders.

Chemistry – Laura Roessler – Ms. Roessler comes to Amity after several years at Christian Heritage School in Trumbull. She also taught for the Hamden Public School system. Ms. Roessler holds a BS in Chemistry from the University of Connecticut and a Master of Education in Integrated Curriculum and Instruction from Covenant College in Lookout Mountain, GA.

Travel – Speech & Language Pathologist – Woodbridge & Orange – Amity welcomes Jodi Everone to the certified staff. Ms. Everone has previously worked for both the Stratford and Wallingford Public School systems. She attended Albertus Magnus College where she received her BA in Communications. She then went on to Southern Connecticut State University where she received her MA in Communication Disorders.

Part-Time English – Joy Drakonakis – Ms. Drakonakis has been a substitute and tutor for the District. She will now join the certified staff as a part-time English teacher. Ms. Drakonakis received her BA in English from Providence College. She continued her education at Southern Connecticut State University receiving her MA and certification in English.

English – Tim Gaipa – Mr. Gaipa did his student teaching at Cheshire High School and recently completed a long-term substitute assignment at Amity Regional High School. He will join the certified staff this year to cover a year-long leave of absence. Mr. Gaipa attended the University of Connecticut where he received a BA in English.

Paraprofessional – Edward (Ted) Czepiga – Mr. Czepiga was recently appointed as the new Varsity Football Coach at Amity Regional High School. He has been a benched sub at the high school since February. Ted will not be joining the Amity staff as a paraprofessional in the Transition Program at the high school. He received a BA in Political Science from Florida Atlantic University and went on to get his MBA in Sports Management from the University of New Haven.

Paraprofessional – Elizabeth Lafo – Ms. Lafo has been a benched sub for Amity Regional High School since September of 2012 and will now be assigned as a clerical para in the high school copy room. She is a graduate of the Amity system and went on to get a BA degree in Psychology from Southern Connecticut State University.

Amity Reg. Middle School – Bethany:

Library/Media Specialist – Kathryn Irwin – Ms. Irwin has been a Library/Media Specialist for several years for the Shelton Public Schools system. Her most recent assignment there was as the School Media Specialist/Technology Integration for grades 7 & 8. Ms. Irwin attended the University of Connecticut for her BA in Communication Sciences; Long Island University at C.W. Post, Brookville, NY, for a Masters of Library and Information Science; and Southern Connecticut State University for her Sixth Year in The Art of Oral Tradition.

Special Education – Gregory Murphy – Mr. Murphy returns to Amity from a teaching assignment with the Derby Public Schools system. Prior to that assignment he was a paraprofessional with the Amity District. Mr. Murphy attended Southern Connecticut State University where he received his BS in History/Education, and his MS in Special Education.

Paraprofessional – Debra Carpenter – Ms. Carpenter comes to Amity from Beecher Road School where she has been a substitute para. Over the past eight years she has also worked as a para in California and New Jersey. Debra received an AS degree in Medical Technology from George Washington University in DC.

Amity Reg. Middle Schools – Orange:

English – Kimberly Phelan – Ms. Phelan completed her student teaching at the Amity Regional Middle School – Orange Campus. She then joined our substitute pool where she took on a short-term assignment at the Bethany Campus at the end of the school year. Ms. Phelan attended Southern Connecticut State University receiving her BS in English with certification.

History/Social Studies – Kimberly Bennett – Ms. Bennett recently completed a long-term substitute position at Saxe Middle School in New Canaan. Prior to that she did her student teaching and worked for several years as a History/Social Studies teacher at Dickinson High School in Jersey City, NJ. Ms. Bennett received her BA in Secondary Education/History from New Jersey City University.

Music – Kristen Morace – Ms. Morace recently completed an assignment as Band Director at Long River Middle School in Prospect, CT. She did her student teaching at Fall Mountain Regional High School in Langdon, NH and at Keen Middle School in Keene, NH. Ms. Morace attended Keene State College where she received the BA in Music Education: Instrumental Emphasis.

Coaches:

Amity Reg. High School – Woodbridge:

Christian Parisi – Asst. Varsity Football – Amity Reg. High School

Michael Blaskey – Asst. Varsity Football – Amity Reg. High School

Amity Reg. Middle Schools – Bethany / Orange: NONE

Leave(s) of Absence:

Amy Miller – English – Amity Regional High School

Marissa Smith – English Amity Regional High School

Resignation(s):

Certified:

Matthew Filip – Teacher/Department Head – Sciences – Amity Regional High School

Barbra Guillotis – Teacher – Special Education – Amity Reg. Middle School – Bethany Campus

Classified:

Karen Keenan – Intervention Specialist – Amity Regional High School

Roberta Travers – Intervention Specialist – Amity Regional High School

Coaches:

Thomas Jacobs – Asst. Varsity Boys' Indoor Track and Field – Amity Reg. High School

Thomas Jacobs – Varsity Boys' Outdoor Track and Field – Amity Reg. High School

Sean Mahon – Varsity Girls' Indoor Track and Field – Amity Reg. High School

Daniel Martins – Asst. Varsity Boys' Soccer – Amity Reg. High School

Michelle Shoop – Varsity Girls' Outdoor Track and Field – Amity Reg. High School

Katy Derrico – Asst. Varsity Girls' Soccer – Amity Reg. High School

Molly McDermott – Asst. Varsity Boys' Swimming – Amity Reg. High School

Jason Moon – Asst. Varsity Football – Amity Reg. High School

Mia Malafronte – Freshmen Girls' Basketball – Amity Reg. High School

Pierre Soubrier – Asst. Boys' Soccer – Amity Reg. High School

Lauren Erwin – Asst. Girls' Soccer – Amity Reg. High School

Retirement(s): NONE

June/July, 2015

Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

Facilities Department Monthly Report

Completed Projects:

- Graduation was successfully planned and executed. Bleachers were power washed and all setups were completed.
- Repairs to the Amity Regional High School library blinds were completed.
- All pitch pockets that were incorrectly installed were redone under warranty.
- The Woodbridge Elementary summer camp programs were successfully held. All comments were positive and Amity is well on its way to getting the summer cleaning protocols done on schedule.
- Some damaged fencing at Amity Regional High School was repaired.
- The damage to one of the backstops at the Amity Middle School, Bethany Campus, baseball field was replaced.
- A new sink was installed in one of the special education rooms at Amity Middle School, Bethany Campus, to help with life skills training.
- Radiant heating panels were installed in two faculty bathrooms at Amity Middle School, Bethany Campus, as there was previously no heat and the restrooms were cold in the winter time.
- A packaged air conditioning unit at Amity Middle School, Bethany Campus, was replaced. It had failed and replacement was more economical than repair parts.

Projects in process:

- The blinds for the two art rooms at Amity Regional High School are in process.
- The new mat hoist in the wrestling gym at Amity Regional High School is in process.
- The new cabinet heater for the basement corridor at Amity Middle School, Orange Campus, is in process of being installed.
- Natural gas is currently being run to Amity Middle School, Orange Campus. The boiler burners are ordered as well as the kitchen equipment parts to facilitate the conversion.

Outstanding issues to be addressed:

- We are continuing to work on a LED lighting project at all three schools. We are presently ensuring the products selected will meet the requirements of the utility companies and will be bidding the purchase of the equipment soon. We are also waiting to see if the fuel cell project will proceed as the incentives could grow due to the entire project being considered a comprehensive one, not just lighting.

Amity Regional School
District No. 5

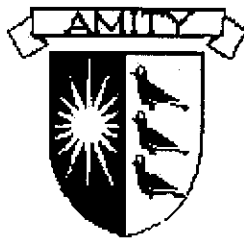
25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864





Comprehensive Inspection for Schools Constructed, Extended, or Renovated after January 1, 2003

Amity Regional High School
25 Newton Road
Woodbridge, CT 06525
June 11, 2015

HVAC and Plumbing Systems: The air filters at Amity Regional High School are changed quarterly. This is performed by the on-site building maintainers. Fan belts are replaced as needed by the on-site maintainers. Air filters on all HVAC equipment were last changed in April, 2015. Boilers are serviced in the summer by our contractor, Reliable Combustion. Roof top units are inspected quarterly by our in-house building maintainers and cooling equipment is inspected and serviced in the spring by Trane. All condenser coils are cleaned in the later spring by our in-house building maintainers. Water quality in the heating and cooling system is tested and adjusted four times per year by Barclay. The HVAC control system is repaired, adjusted, and/or calibrated by Siemens minimally on a quarterly basis or more frequently as needs arise. Plumbing systems are maintained on an as needed basis. The City supplied water requires no treatment.

Potential Exposure to Microbial Contaminants and Chemical Compounds: Amity Regional High School has an active safety plan in place. The plan is administered by the Facility and Science Departments in conjunction with building staff. Regular inspections regarding IAQ impacts are routinely performed by the Head Custodian and reported to the Facilities Department. An annual inspection with the Tools for Schools committee and the Quinnipiac Valley Health Department is conducted and documented. All chemical compounds are safely stored in designated areas and cabinets. All SDS sheets are kept on site and at the Facilities Department offices. As of June 11, 2015, no major exposure has been reported.

Degree of Moisture Incursion: Amity Regional High School is inspected on a daily basis for leaks and they are reported to the Facilities Department when found. The Amity Regional School District No. 5 Facilities Department utilizes Tremco as their roofing vendor to repair all building roof and envelope leaks.

Throughout the 2014-2015 school year the following leaks were found:

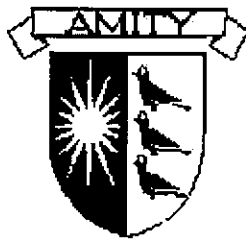
- 2-Girls locker room
- 1- Library
- 1-Guidance Office
- 1-Skylights in the cafeteria corridor
- 1- Central Office records room

These leaks have all been repaired.

Building Cleanliness: Amity Regional School District No. 5, in compliance with the requirements of the State of Connecticut Public Act No. 09-81 regarding green cleaning products in schools, have initiated a Green Cleaning Program which will be ongoing. The intent of the green cleaning program is to reduce the exposure of the building's occupants from potentially hazardous products, equipment or procedures, which could adversely affect human health and the environment. The components of our Green Cleaning Program as required by Connecticut Public Act No.09-81 include: A description and names of environmentally preferable cleaning products being used in the schools, the location and application of where cleaning products are used, and the schedule or frequency of when such cleaning products are applied. As of the 6/11/15 inspection, there are no cleaning deficiencies noted as our staff takes great pride in making sure the schools are pristine each and every day.

Building Structural Elements: Through visual and walkthrough inspections, the buildings and their major structural elements are inspected regularly by our in-house personnel. No structural issues have been reported.

Presence of plans for removal of hazardous substances. For any hazardous materials or substances, an outside contractor is retained to comply with all restrictions, disposal methods and/or isolation of any hazardous substances or materials. Each year any and all hazardous materials not being used are documented and disposed of utilizing our



outside contractor. Any potentially hazardous material exposure is handled in conjunction with the City of Woodbridge Fire Department. As of June 11, 2015, no hazardous substances requiring removal were found in the school.

IAQ Measures: Amity Regional School District No. 5 participates in the Tools for Schools program. Tools for Schools building committees meet four times per year. One of the meetings is a comprehensive walkthrough of the buildings with the Quinipiac Health Valley Health Department. Amity Regional School District No. 5 has won the National Tools for Schools award as well as the National Tools for Schools Sustained award. Head Custodians and custodians are also trained in green cleaning methods.

Radon Levels: Required five-year radon testing is up to date and Amity Regional High School is not due again until 2017.

Pesticide Use and Management: Amity Regional School District No. 5 has adopted an integrated pest management (IPM) program per Public Act No. 99-165, an act concerning the pesticide application at schools and day care centers.

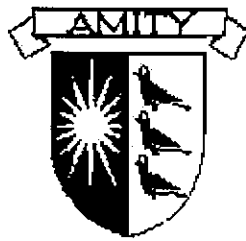
This law dictates that on or After July 1, 2000, no person, other than a pesticide applicator with supervisory certification or a pesticide applicator with operational certification under the direct supervision of a supervisory applicator, may apply pesticide within any building or on the grounds of any school. It shall not apply in the case of an emergency application of pesticide to eliminate an immediate threat to human health.

Amity Regional School District No. 5 has contracted the services of Mastershield, a State registered commercial pesticide application business, to implement our Integrated Pest Management Plan (IPM). The plan will utilize all methods of pest control which may include structural maintenance, sanitation, monitoring for pest populations, mechanical and biological control, and if necessary, the judicious use of pesticides. Amity Regional School District No. 5 utilizes Sportsturf of CT for its outside IPM program pertaining to grounds and athletic fields.

Pesticide applications will not be performed within the schools or on grounds during regular school hours or during planned school activities unless an emergency application is necessary to eliminate an immediate threat to human health. When this occurs, all staff and students will be removed from the area and not allowed to return until it is safe to do so.

The required letters to parents and staff are updated and sent out annually each summer.

All records pertaining to any pesticide use are kept in the Amity Regional School District No. 5 Facilities Office.



Comprehensive Inspection for Schools Constructed, Extended, or Renovated after January 1, 2003

Amity Middle School, Bethany Campus

190 Luke Hill Road

Bethany, CT 06524

June 11, 2015

HVAC and Plumbing Systems: The air filters at Amity Middle School, Bethany Campus, are changed quarterly. This is performed by the on-site building maintainers. Fan belts are replaced as needed by the on-site maintainers. Air filters on all HVAC equipment were last changed in April, 2015. Boilers are serviced in the summer by our contractor, Reliable Combustion. Roof top units are inspected quarterly by our in-house building maintainers and cooling equipment is inspected and serviced in the spring by Trane. All condenser coils are cleaned in the later spring by our in-house building maintainers. Water quality in the heating and cooling system is tested and adjusted four times per year by Barclay. The HVAC control system is repaired, adjusted, and/or calibrated by Environmental Systems Corporation minimally on a quarterly basis or more frequently as needs arise. Plumbing systems are maintained on an as needed basis. The on-site well system is operated by Hungerford's Incorporated and the required water quality testing is conducted by E.C.L.

Potential Exposure to Microbial Contaminants and Chemical Compounds: Amity Middle School, Bethany Campus has an active safety plan in place. The plan is administered by the Facility and Science Departments in conjunction with building staff. Regular inspections regarding IAQ impacts are routinely performed by the Head Custodian and reported to the Facilities Department. An annual inspection with the Tools for Schools committee and the Quinnipiac Valley Health Department is conducted and documented. All chemical compounds are safely stored in designated areas and cabinets. All SDS sheets are kept on site and at the Facilities Department offices. As of June 11, 2015, no major exposure has been reported.

Degree of Moisture Incursion: Amity Middle School, Bethany Campus, is inspected on a daily basis for leaks and they are reported to the Facilities Department when found. The Amity Regional School District No. 5 Facilities Department utilizes Tremco as their roofing vendor to repair all building roof and envelope leaks.

Throughout the 2014-2015 school year the following leaks were found:

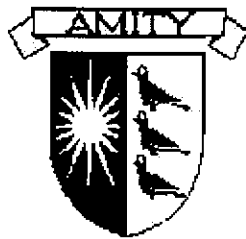
- 2-Boys locker room
- 1- Library
- 1-Weight room
- 1-Gym corridor
- 1- Computer room

These leaks have all been repaired.

Building Cleanliness: Amity Regional School District No. 5, in compliance with the requirements of the State of Connecticut Public Act No. 09-81 regarding green cleaning products in schools, have initiated a Green Cleaning Program which will be ongoing. The intent of the green cleaning program is to reduce the exposure of the building's occupants from potentially hazardous products, equipment or procedures, which could adversely affect human health and the environment. The components of our Green Cleaning Program as required by Connecticut Public Act No.09-81 include: A description and names of environmentally preferable cleaning products being used in the schools, the location and application of where cleaning products are used, and the schedule or frequency of when such cleaning products are applied. As of the 6/11/15 inspection, there are no cleaning deficiencies noted as our staff takes great pride in making sure the schools are pristine each and every day.

Building Structural Elements: Through visual and walkthrough inspections, the buildings and their major structural elements are inspected regularly by our in-house personnel. No structural issues have been reported.

Presence of plans for removal of hazardous substances. For any hazardous materials or substances, an outside contractor is retained to comply with all restrictions, disposal methods and/or isolation of any hazardous substances



or materials. Each year any and all hazardous materials not being used are documented and disposed of utilizing our outside contractor. Any potentially hazardous material exposure is handled in conjunction with the City of Orange Fire Department. As of June 11, 2015, no hazardous substances requiring removal were found in the school.

IAQ Measures: Amity Regional School District No. 5 participates in the Tools for Schools program. Tools for Schools building committees meet four times per year. One of the meetings is a comprehensive walkthrough of the buildings with the Quinipiac Valley Health Department. Amity Regional School District No. 5 has won the National Tools for Schools award as well as the National Tools for Schools Sustained award. Head Custodians and custodians are also trained in green cleaning methods.

Radon Levels: Required five-year radon testing is up to date and Amity Middle School, Bethany Campus, is not due again until 2016.

Pesticide Use and Management: Amity Regional School District No. 5 has adopted an integrated pest management (IPM) program per Public Act No. 99-165, an act concerning the pesticide application at schools and day care centers.

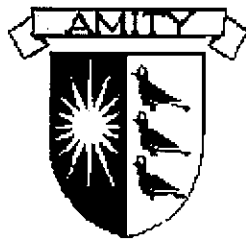
This law dictates that on or After July 1, 2000, no person, other than a pesticide applicator with supervisory certification or a pesticide applicator with operational certification under the direct supervision of a supervisory applicator, may apply pesticide within any building or on the grounds of any school. It shall not apply in the case of an emergency application of pesticide to eliminate an immediate threat to human health.

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Pesticide applications will not be performed within the schools or on grounds during regular school hours or during planned school activities unless an emergency application is necessary to eliminate an immediate threat to human health. When this occurs, all staff and students will be removed from the area and not allowed to return until it is safe to do so.

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Comprehensive Inspection for Schools Constructed, Extended, or Renovated after January 1, 2003

Amity Middle School, Orange Campus

100 Ohman Avenue

Orange, CT 06477

June 11, 2015

HVAC and Plumbing Systems: The air filters at Amity Middle School, Orange Campus, are changed quarterly. This is performed by the on-site building maintainers. Fan belts are replaced as needed by the on-site maintainers. Air filters on all HVAC equipment were last changed in April, 2015. Boilers are serviced in the summer by our contractor, Reliable Combustion. Roof top units are inspected quarterly by our in-house building maintainers and cooling equipment is inspected and serviced in the spring by Trane. All condenser coils are cleaned in the later spring by our in-house building maintainers. Water quality in the heating and cooling system is tested and adjusted four times per year by Barclay. The HVAC control system is repaired, adjusted, and/or calibrated by Environmental Systems Corporation minimally on a quarterly basis or more frequently as needs arise. Plumbing systems are maintained on an as needed basis. The City supplied water requires no treatment.

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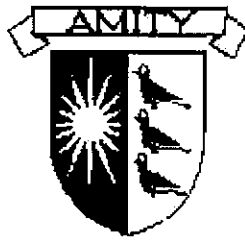
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The required letters to parents and staff are updated and sent out annually each summer.

All records pertaining to any pesticide use are kept in the Amity Regional School District No. 5 Facilities Office.

2016-2017 BUDGET CALENDAR

August

- **AUGUST 10, 2015:** At the Amity Finance Committee and Amity Board of Education meetings:
 - ✓ Director of Finance and Administration presents the fiscal year-end financial report.
 - ✓ Superintendent proposes possible uses of the 2014-2015 fund balance.
 - ✓ Superintendent presents the preliminary budget calendar.

September

- **T.B.D.:** Superintendent meets with each of the Member Towns Boards of Finance to have an open dialog on the 2016-2017 budget.

November

- **NOVEMBER 17, 2015:** The Facilities Committee reviews and discusses the preliminary Facilities Five-Year Capital Improvement Plan.
- **NOVEMBER 18, 2015:** The Technology Committee reviews and discusses the preliminary Technology Five-Year Capital Improvement Plan.
- **NOVEMBER 19, 2015:** The Curriculum Committee reviews and discusses the preliminary Technology Five-Year Capital Improvement Plan; new programs and enhancements; staffing.

December

- **DECEMBER 11, 2015:** Superintendent distributes memorandum to Amity Finance Committee and Amity Board of Education on preliminary budget information, including major budget drivers, Federal and State unfunded and underfunded mandates and related costs, and potential budget balancers.
- **DECEMBER 14, 2015:** At the Amity Finance Committee and Amity Board of Education meetings, Superintendent presents preliminary budget information, including major budget drivers, Federal and State unfunded and underfunded mandates and related costs, and potential budget balancers.
- **T.B.D.:** Superintendent meets with each of the Member Towns Boards of Finance to have an open dialog on the 2016-2017 budget.

2016-2017 BUDGET CALENDAR

January

- **JANUARY 4, 2016 THRU JANUARY 8, 2016:** Superintendent meets with each of the Member Towns Boards of Finance to have an open dialog on the 2016-2017 budget.
- **JANUARY 15, 2016:** Superintendent distributes his proposed 2016-2017 Budget to the Amity Board of Education, Amity Finance Committee, First Selectmen, and Boards of Finance.
- **JANUARY 18, 2016:** Superintendent presents his proposed 2016-2017 Budget to the Amity Finance Committee.
- **JANUARY 25, 2016:** Amity Finance Committee meets to consider revisions to the Superintendent's proposed 2016-2017 budget. Additional workshops will be held, if necessary.

February

- **FEBRUARY 1, 2016:** Amity Finance Committee meets to discuss the Superintendent's Proposed 2016-2017 Budget; make any desired changes; and vote to send the proposed 2016-2017 budget to the Amity Board of Education for their consideration.
- **FEBRUARY 8, 2016:** Superintendent presents his proposed 2016-2017 Budget, as amended by the Amity Finance Committee, to the Amity Board of Education. The Amity Board of Education will begin deliberation of the proposed 2016-2017 budget.
- **T.B.D.:** The Amity Board of Education will set as many budget workshops as they deem appropriate.
- **FEBRUARY 29, 2016:** Superintendent distributes the revised 2016-2017 budget to the Amity Board of Education, Amity Finance Committee, First Selectmen, and Boards of Finance. The revisions will be based on the feedback from the Amity Board of Education.

March

- **MARCH 14, 2016:** Amity Finance Committee will consider if the budget vote should be at the Annual Public Budget Meeting or by Referendum on the next day. A recommendation will be made to the Amity Board of Education.
- **MARCH 14, 2016:** Amity Board of Education meets to discuss the proposed 2016-2017 budget; make any desired changes; and vote to send the proposed 2016-2017 budget to the Public.
- **March 14, 2016:** Amity Board of Education will decide if the budget vote should take place at the Annual Public Budget Meeting or by Referendum on the next day.
- **T.B.D.:** Superintendent meets with each of the Member Towns Boards of Finance to present the proposed 2016-2017 budget.

2016-2017 BUDGET CALENDAR

April

- **APRIL 4, 2016:** Public District Budget Hearing is held.
- **APRIL 4, 2016:** Amity Finance Committee and Amity Board of Education vote on the budget to send to the Public for a vote.

May

- **MAY 2, 2016 (MONDAY):** Annual Public Budget Meeting is held.
- **MAY 3, 2016 (TUESDAY):** Referendum is held unless vote takes place at Annual Public Budget Meeting.

Note: The Amity Board of Education will decide if the budget vote should take place at the Annual Public Budget Meeting or by Referendum on the next day.

DRAFT

AMITY REGIONAL SCHOOL DISTRICT NO. 5

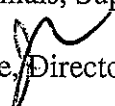
***Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525***



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

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

To: Charles S. Dumais, Superintendent of Schools

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

Re: Reserve Fund for Capital and Nonrecurring Expenditures

Date: July 17, 2015

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

Enclosure

**Reserve Fund for Capital and Nonrecurring Expenditures
For Fiscal Year Ended June 30, 2015**

Net Balance as of June 30, 2014	\$ 358,818.99
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Plus: 2014-2015 Appropriations:

Amity Regional High School Fuel Cell	\$ 105,260.00
Amity Middle School – Orange Campus Natural Gas Conversion	\$ 4,395.00
Subtotal	<u>\$ 109,655.00</u>

Less: 2014-2015 Expenditures & Encumbrances:

Fixed Asset Accounting Module	\$ (21,182.00)
Amity High School Cooling Tower Refurbishment	\$ (85,793.00)
Asphalt Sealing and Crack Repairs	\$ (25,000.00)
Residual Balance Due to Member Towns	\$ (3,802.99)
Subtotal	<u>\$ (135,777.99)</u>

Net Balance as of June 30, 2015	<u>\$ 332,696.00</u>
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Net Balance:

Amity Middle School – Orange Campus HVAC Upgrade	\$ 156,261.00
Fixed Asset Accounting Module	\$ 8,830.00
Amity Regional High School Fuel Cell	\$ 163,210.00
Amity Middle School – Orange Campus Natural Gas Conversion	\$ 4,395.00
Net Balance as of June 30, 2015	<u>\$ 332,696.00</u>

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



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

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

To: Charles S. Dumais, Ed.D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Recommended Uses of 2014-2015 Year End Available Funds
Date: August 5, 2015

The preliminary, unaudited fund balance of **\$1,241,140 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:

\$ 312,964

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:

\$ 788,455

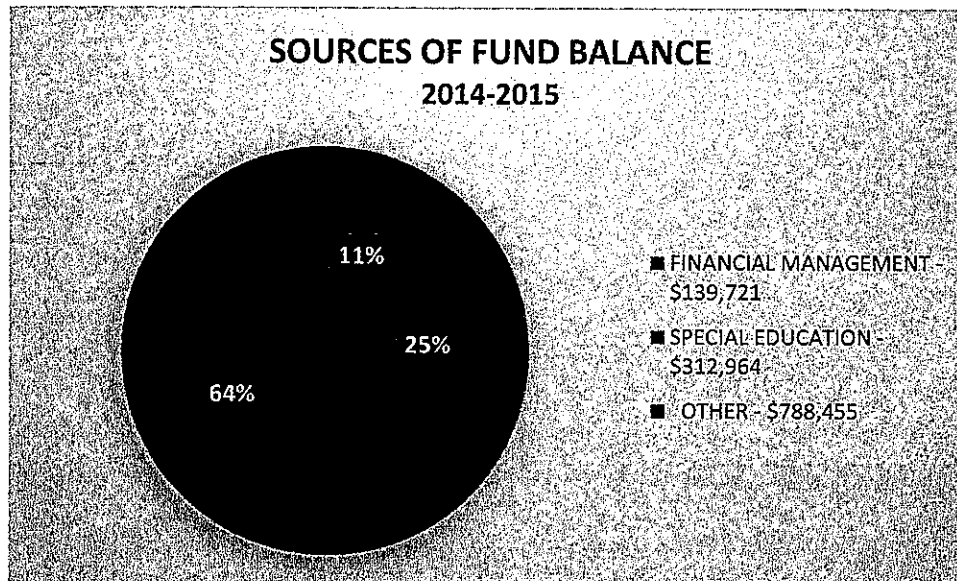
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned 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 **\$152,239** with the transfers to the OPEB Trust.

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

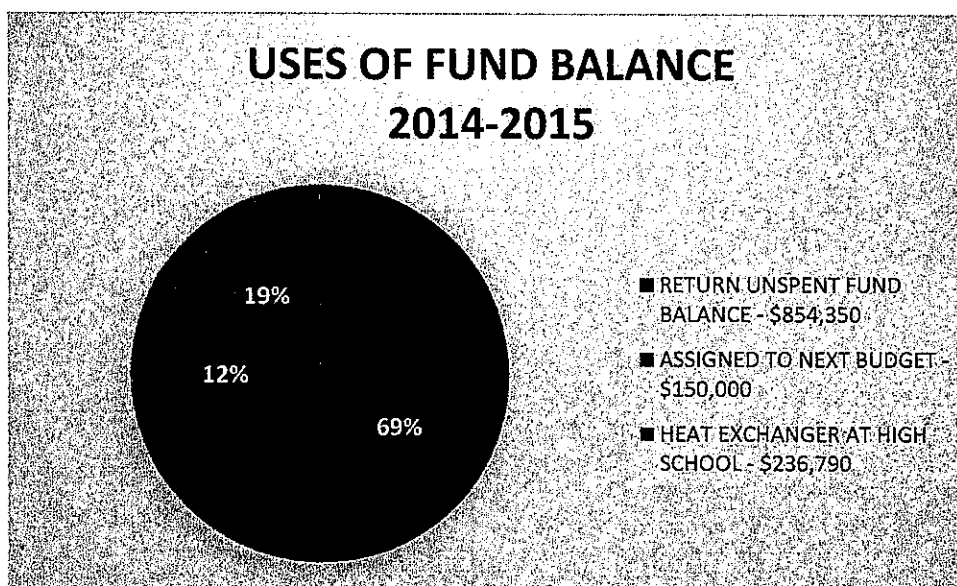
The primary sources of the fund balance are shown graphically below:



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

1. **\$854,350** – 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:

Based on the **preliminary, unaudited** fund balance and the recommended budget transfers, the District would return the unspent fund balance, as follows:

Bethany	\$177,884
Orange	\$420,486
Woodbridge	<u>\$255,980</u>
Total	\$854,350

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



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

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

To: Charles S. Dumais, Ed.D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Award of Contracts of \$35,000 or More
Date: July 7, 2015

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

Heat Exchanger at Amity Regional High School:

UIL Holdings Corporation bid the purchase and installation of a fuel cell at Amity Regional High School. FuelCell Energy of Danbury, Connecticut was selected as the preferred vendor by UIL Holdings Corporation. We would like to award the contract for the heat exchanger to the same company. There are several advantages to do this. First, the heat exchanger can be tied into the fuel cell equipment by the same company. Second, FuelCell Energy will service the heat exchanger and the fuel cell. This will provide the most efficient and coordinated on-going maintenance. Third, if we were to bid the heat exchanger, we would need to spend the \$57,950 on an engineering study for fuel cell waste heat use at Amity Regional High School rather than use these funds towards the purchase and installation of a heat exchanger.

Move to award the contract for the purchase and installation of a heat exchanger at Amity Regional High School to FuelCell Energy of Danbury, Connecticut, at a price not to exceed \$400,000. The Amity Board of Education waives the bidding requirement.

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2014-2015

LINE	CATEGORY	COLUMN 1 2013-2014 ACTUAL	COLUMN 2 2014-2015 BUDGET	COLUMN 3 MAY '15 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 JUN'15 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	FAV
2	OTHER REVENUE	286,607	212,494	234,451	8,177	242,628	30,134	FAV
3	OTHER STATE GRANTS	994,086	1,314,505	1,075,030	29,292	1,104,322	(210,183)	UNF
4	MISCELLANEOUS INCOME	34,631	305,690	305,792	8,519	314,311	8,621	FAV
5	BUILDING RENOVATION GRANTS	67,773	6,491	6,491	0	6,491	0	FAV
6	TOTAL REVENUES	44,643,150	46,047,862	45,830,446	45,988	45,876,434	(171,428)	UNF
7	SALARIES	23,159,116	24,131,979	23,785,470	(130,548)	23,654,922	(477,057)	FAV
8	BENEFITS	5,788,195	5,689,365	5,689,416	(106,259)	5,583,157	(106,208)	FAV
9	PURCHASED SERVICES	6,443,930	7,875,010	7,422,986	(325,350)	7,097,636	(777,374)	FAV
10	DEBT SERVICE	5,045,080	4,800,163	4,800,163	(860)	4,799,303	(860)	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,956,619	3,025,144	3,074,199	(82,904)	2,991,295	(33,849)	FAV
12	EQUIPMENT	355,459	227,715	239,027	47,491	286,518	58,803	UNF
13	IMPROVEMENTS / CONTINGENCY	124,214	150,000	9,860	0	9,860	(140,140)	FAV
14	DUES AND FEES	118,302	148,486	148,486	(28,658)	119,828	(28,658)	FAV
15	TRANSFER ACCOUNT	367,516	0	105,260	241,185	346,445	346,445	UNF
16	TOTAL EXPENDITURES	44,358,431	46,047,862	45,274,867	(385,903)	44,888,964	(1,158,898)	FAV
17	SUBTOTAL	284,719	0	555,579	431,891	987,470	987,470	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	62,660	0	0	16,880	16,880	16,880	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	(266,000)	0	(150,000)	0	(150,000)	(150,000)	UNF
20	NET BALANCE / (DEFICIT)	81,379	0	405,579	448,771	854,350	854,350	FAV

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

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2014-2015

LINE	CATEGORY	COLUMN 1 2013-2014 ACTUAL	COLUMN 2 2014-2015 BUDGET	COLUMN 3 MAY '15 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 JUN'15 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	BETHANY ALLOCATION	8,670,180	9,204,690	9,204,690	0	9,204,690	0	FAV
2	ORANGE ALLOCATION	21,602,772	21,758,187	21,758,187	0	21,758,187	0	FAV
3	WOODBRIAGE ALLOCATION	12,987,101	13,245,805	13,245,805	0	13,245,805	0	FAV
4	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	FAV
5	ADULT EDUCATION	3,286	2,936	3,405	29	3,434	498	FAV
6	PARKING INCOME	32,106	30,000	30,000	181	30,181	181	FAV
7	INVESTMENT INCOME	1,425	1,500	2,315	257	2,572	1,072	FAV
8	ATHLETICS	34,567	32,500	26,500	(3,890)	22,610	(9,890)	UNF
9	TUITION REVENUE	124,814	72,985	74,425	(640)	73,785	800	FAV
10	TRANSPORTATION INCOME	90,409	72,573	97,806	12,240	110,046	37,473	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	286,607	212,494	234,451	8,177	242,628	30,134	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	994,086	1,314,505	1,075,030	29,292	1,104,322	(210,183)	UNF
15	OTHER STATE GRANTS	994,086	1,314,505	1,075,030	29,292	1,104,322	(210,183)	UNF
16	RENTAL INCOME	24,900	21,000	23,375	2,650	26,025	5,025	FAV
17	DESIGNATED FROM PRIOR YEAR	0	266,000	266,000	0	266,000	0	FAV
18	OTHER REVENUE	9,731	18,690	16,417	5,869	22,286	3,596	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	34,631	305,690	305,792	8,519	314,311	8,621	FAV
21	BUILDING RENOVATION GRANTS	67,773	6,491	6,491	0	6,491	0	FAV
22	TOTAL REVENUES	44,643,150	46,047,862	45,830,446	45,988	45,876,434	(171,428)	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 2014-2015

LINE	CATEGORY	COLUMN 1 2013-2014 ACTUAL	COLUMN 2 2014-2015 BUDGET	COLUMN 3 MAY '15 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 JUN'15 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,385,010	20,158,622	19,835,158	(112,376)	19,722,782	(435,840)	FAV
2	5112-CLASSIFIED SALARIES	3,774,106	3,973,357	3,950,312	(18,172)	3,932,140	(41,217)	FAV
3	SALARIES	23,159,116	24,131,979	23,785,470	(130,548)	23,654,922	(477,057)	FAV
4	5200-MEDICARE - ER	307,410	318,524	315,724	1,673	317,397	(1,127)	FAV
5	5210-FICA - ER	238,123	241,309	244,563	1,307	245,870	4,561	UNF
6	5220-WORKERS' COMPENSATION	186,323	206,933	206,933	(15,009)	191,924	(15,009)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	4,100,644	3,994,853	3,994,853	(503,754)	3,491,099	(503,754)	FAV
8	5860-OPEB TRUST	55,265	0	0	351,515	351,515	351,515	UNF
9	5260-LIFE INSURANCE	42,895	46,104	45,975	(5,462)	40,513	(5,591)	FAV
10	5275-DISABILITY INSURANCE	9,733	10,219	9,945	(1,322)	8,623	(1,596)	FAV
11	5280-PENSION PLAN - CLASSIFIED	707,554	738,934	738,934	0	738,934	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	61,142	50,588	50,588	30,192	80,780	30,192	UNF
13	5283-RETIREMENT SICK LEAVE - CLASS	4	2,817	2,817	(2,817)	0	(2,817)	FAV
14	5284-SEVERANCE PAY - CERTIFIED	70,488	69,084	69,084	27,318	96,402	27,318	UNF
15	5290-UNEMPLOYMENT COMPENSATION	8,614	10,000	10,000	10,100	20,100	10,100	UNF
16	BENEFITS	5,788,195	5,689,365	5,689,416	(106,259)	5,583,157	(106,208)	FAV
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	15,224	21,500	21,500	(3,837)	17,663	(3,837)	FAV
18	5327-DATA PROCESSING	69,780	67,892	67,892	(2,525)	65,367	(2,525)	FAV
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	950,699	1,096,440	1,038,440	(134,888)	903,552	(192,888)	FAV
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	62,930	103,127	103,127	(14,251)	88,876	(14,251)	FAV
21	5510-PUPIL TRANSPORTATION	2,238,529	2,708,889	2,611,085	(92,081)	2,519,004	(189,885)	FAV
22	5521-GENERAL LIABILITY INSURANCE	176,152	191,120	196,220	11,345	207,565	16,445	UNF
23	5550-COMMUNICATIONS: TEL, POST, ETC.	63,778	103,750	103,750	(11,729)	92,021	(11,729)	FAV
24	5560-TUITION EXPENSE	2,797,795	3,482,515	3,181,195	(54,046)	3,127,149	(355,366)	FAV
25	5590-OTHER PURCHASED SERVICES	69,043	99,777	99,777	(23,338)	76,439	(23,338)	FAV
26	PURCHASED SERVICES	6,443,930	7,875,010	7,422,986	(325,350)	7,097,636	(777,374)	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
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**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2014-2015**

LINE	CATEGORY	COLUMN 1 2013-2014 ACTUAL	COLUMN 2 2014-2015 BUDGET	COLUMN 3 MAY '15 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 JUN'15 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
27	5830-INTEREST	1,603,406	1,515,163	1,515,163	(860)	1,514,303	(860)	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,441,674	3,285,000	3,285,000	0	3,285,000	0	FAV
29	DEBT SERVICE	5,045,080	4,800,163	4,800,163	(860)	4,799,303	(860)	FAV
30	5410-UTILITIES, EXCLUDING HEAT	699,878	845,900	858,626	(4,009)	854,617	8,717	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	707,616	689,279	719,059	13,135	732,194	42,915	UNF
32	5611-INSTRUCTIONAL SUPPLIES	352,762	408,800	408,800	(55,049)	353,751	(55,049)	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	191,154	195,555	195,555	(19,139)	176,416	(19,139)	FAV
34	5620-OIL USED FOR HEATING	142,741	110,430	122,979	(708)	122,271	11,841	UNF
35	5621-NATURAL GAS	99,670	95,000	89,000	(2,616)	86,384	(8,616)	FAV
36	5627-TRANSPORTATION SUPPLIES	175,474	186,836	186,836	(18,869)	167,967	(18,869)	FAV
37	5641-TEXTS & DIGITAL RESOURCES	93,517	15,551	15,551	23,515	39,066	23,515	UNF
38	5642-LIBRARY BOOKS & PERIODICALS	20,791	23,082	23,082	409	23,491	409	UNF
39	5690-OTHER SUPPLIES	473,016	454,711	454,711	(19,573)	435,138	(19,573)	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,956,619	3,025,144	3,074,199	(82,904)	2,991,295	(33,849)	FAV
41	5730-EQUIPMENT - NEW	129,598	28,830	40,142	23,167	63,309	34,479	UNF
42	5731-EQUIPMENT - REPLACEMENT	225,861	198,885	198,885	24,324	223,209	24,324	UNF
43	EQUIPMENT	355,459	227,715	239,027	47,491	286,518	58,803	UNF
44	5715-IMPROVEMENTS TO BUILDING	45,324	0	0	0	0	0	FAV
45	5720-IMPROVEMENTS TO SITES	78,890	0	9,860	0	9,860	9,860	UNF
46	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(150,000)	0	(150,000)	(150,000)	FAV
48	IMPROVEMENTS / CONTINGENCY	124,214	150,000	9,860	0	9,860	(140,140)	FAV
49	5580-STAFF TRAVEL	24,890	21,068	21,068	2,368	23,436	2,368	UNF
50	5581-TRAVEL - CONFERENCES	20,219	27,389	27,389	(3,090)	24,299	(3,090)	FAV
51	5810-DUES & FEES	73,193	100,029	100,029	(27,936)	72,093	(27,936)	FAV
52	DUES AND FEES	118,302	148,486	148,486	(28,658)	119,828	(28,658)	FAV
53	5856-TRANSFER ACCOUNT	367,516	0	105,260	241,185	346,445	346,445	UNF
54	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	44,358,431	46,047,862	45,274,867	(385,903)	44,888,964	(1,158,898)	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 2014-2015



JUNE 2015

The preliminary, unaudited fund balance of \$1,241,140 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:

\$ 312,964

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:

\$ 788,455

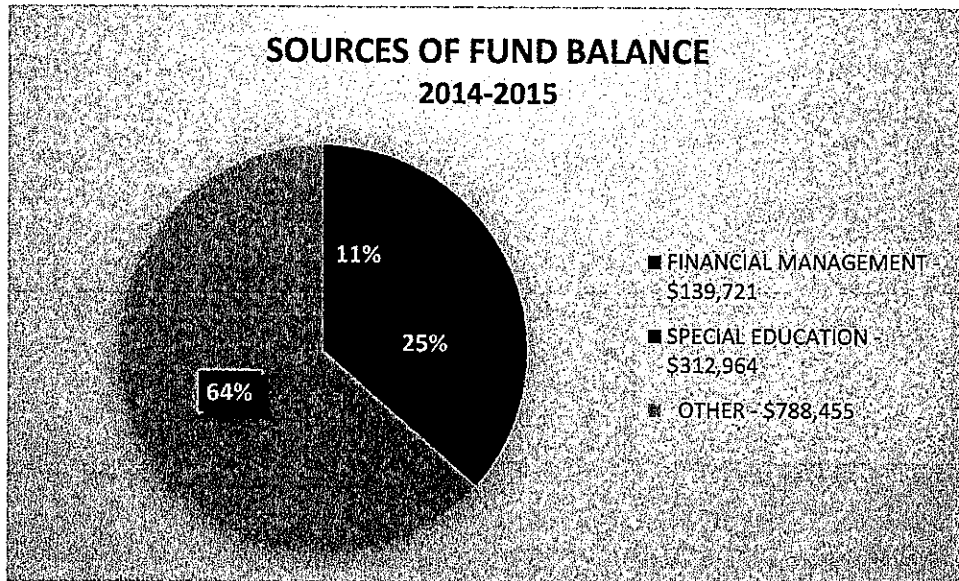
Turnover savings from replacing teachers who retired or resigned exceeded budget by \$99,002. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned on 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 \$152,239 with the transfers to the OPEB Trust.

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

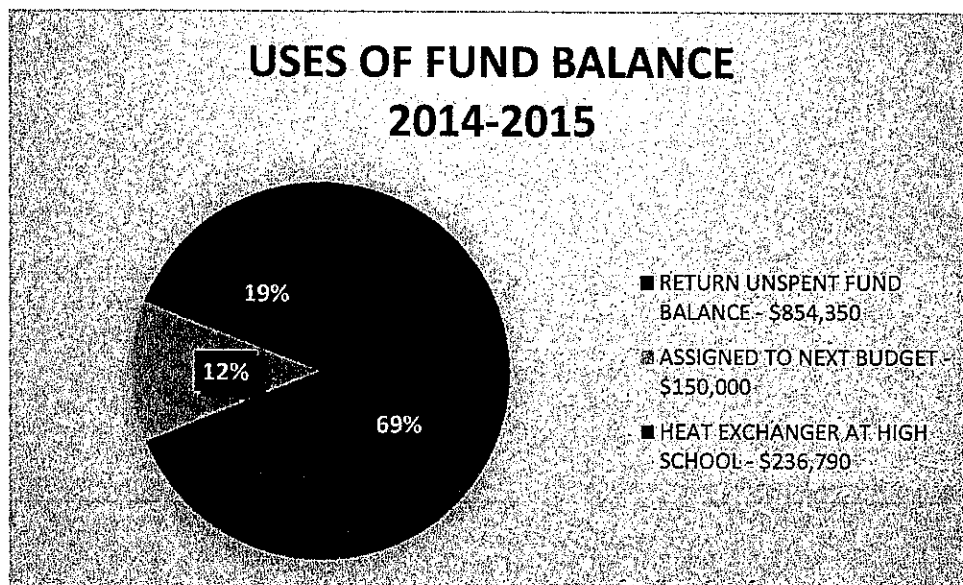
The primary sources of the fund balance are shown graphically below:



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

1. \$854,350 – 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:

Based on the preliminary, unaudited fund balance and the recommended budget transfers, the District would return the unspent fund balance, as follows:

<i>Bethany</i>	<i>\$177,884</i>
<i>Orange</i>	<i>\$420,486</i>
<i>Woodbridge</i>	<i><u>\$255,980</u></i>
<i>Total</i>	<i>\$854,350</i>

REVENUES BY CATEGORY

The preliminary, unaudited yearend balance of revenues are \$171,428 UNE, which appears on page 2, column 6, line 22.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based on the grant received.

LINE 6 on Page 2: PARKING INCOME:

The forecast is based on actual parking fees collected.

LINE 7 on Page 2: INVESTMENT INCOME:

Interest rates remained extremely low during the entire fiscal year.

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
June 2014	0.250 %	0.160 %
July 2014	0.250 %	0.160 %
August 2014	0.250 %	0.140 %
September 2014	0.230 %	0.140 %
October 2014	0.250 %	0.150 %
November 2014	0.250 %	0.150 %
December 2014	0.250 %	0.150 %
January 2015	0.250 %	0.150 %
February 2015	0.398 %	0.147 %
March 2015	0.396 %	0.156 %
April 2015	0.397 %	0.147 %
<i>May 2015</i>	<i>0.350 %</i>	<i>0.043 %</i>
<i>June 2015</i>	<i>0.350 %</i>	<i>0.043 %</i>

LINE 8 on Page 2: ATHLETICS:

Gate receipts were lower than budgeted.

LINE 9 on Page 2: TUITION REVENUE:

The tuition rate for 2014-2015 school year is \$14,397.00 for a non-resident student. There are 7 non-resident students registered in the District (including one at an employee rate). Six non-resident students (5 full pay and one employee rate) were budgeted. A tuition student left in October 2014, which lowered the tuition revenue projection.

LINE 10 on Page 2: TRANSPORTATION INCOME:

The forecast is based on the grant received.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The State reimbursement rate for 2014-2015 is expected to be 79.6 percent compared to the budgeted reimbursement rate of 81.00 percent. The estimated decrease in revenues is **\$20,138 UNF**. In addition, the forecast of special education expenditures are lower than budget. The forecast is based on an estimate of expected grants based on projections of special education transportation and tuition and the State reimbursement rate. The forecast includes the Health and Welfare grant of **\$360 FAV**. The forecast is based on the most recent information from the State. We are using a reimbursement rate of 79.0 percent. The forecast is based on the most recent filing of the SEDAC-G report to the State. *The forecast is based on the final grant.*

LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on actual receipts.

LINE 18 on Page 2: OTHER REVENUE:

Miscellaneous vendor rebates and refunds are put in this account. The District received a check for \$450 from the sale of the old telephones. We also benefitted from the company removing all of the old telephones at no cost. *The forecast is based on actual revenues.*

EXPENDITURES BY CATEGORY

The preliminary, unaudited yearend balance of expenditures are **\$1,158,898 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 exceeded budget by **\$99,002 FAV**. 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 FAV**. Unpaid leaves-of-absences accounted for savings of approximately **\$135,000 FAV**. Bench Subs, long-term and short-term subs and Kelly Services substitutes were **\$60,911 FAV** below budget. Homebound expenses were under budget by **\$27,311 FAV**. Staff changes, vacancies and lower overtime accounted for the remaining favorable variance.

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

The custodial overtime directly due to the Woodbridge Summer Program amounted to **\$16,830.83 UNF**, which was reimbursed by the Woodbridge Elementary School District. The check for **\$16,830.83 FAV** was netted against the salary expense. Thus, the net effect on the budget is zero.

The forecast includes the promotion of the Finance Manager to Assistant Director of Finance and Administration and stipend for the Student Database Management Specialist.

The insurance buyout (i.e., payments to employees who are entitled to insurance coverage but choose to decline coverage) was higher than budgeted by **\$4,900 UNF**. Overtime expenses are forecasted to be higher by **\$9,300 UNF**.

There was a savings of about **\$5,500 FAV** due to two staff resignations.

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

The forecast is based on current staffing.

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

Actual claims of current employees and retirees were \$555,602 FAV under budget.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2014-2015 ACTUAL	2014-15 BUDGET	2014-2015 VARIANCE	2013-2014 ACTUAL	2012-2013 ACTUAL
JUL	\$311,067	\$365,657	(\$54,590)	\$430,267	\$157,090
AUG	\$336,053	\$365,657	(\$29,604)	\$381,584	\$277,965
SEP	\$282,989	\$365,657	(\$82,668)	\$306,379	\$184,534
OCT	\$368,169	\$365,657	\$2,512	\$312,668	\$228,344
NOV	\$326,683	\$365,657	(\$38,974)	\$327,966	\$282,319
DEC	\$419,537	\$365,657	\$53,880	\$416,061	\$316,551
JAN	\$284,899	\$365,657	(\$80,758)	\$402,402	\$317,314
FEB	\$330,398	\$365,657	(\$35,259)	\$238,891	\$241,012
MAR	\$269,027	\$365,657	(\$96,630)	\$368,088	\$251,862
APR	\$302,864	\$365,657	(\$62,793)	\$374,121	\$314,479
MAY	\$291,612	\$365,657	(\$74,045)	\$314,836	\$309,373
JUN	\$308,985	\$365,658	(\$56,673)	\$315,712	\$425,303
TOTALS	\$3,832,283	\$4,387,885	(\$555,602)	\$4,188,975	\$3,306,146

The Reserve Ratio (i.e., reserve balance as a percentage of claims) is 33.2 percent as of June 30, 2015 and is projected to be 31.7 percent as of June 30, 2016. The target ratio is 20.0 percent.

SELF INSURANCE RESERVE FUND
(WITHOUT Recommended Budget Transfers)

DATE	RESERVE BALANCE	RESERVE RATIO	CLAIMS
June 30, 2013	\$614,535	18.6%	\$3,306,146
June 30, 2014	\$929,397	22.2%	\$4,188,975
June 30, 2015	\$1,271,751	33.2%	\$3,832,283
June 30, 2016	\$1,370,253	31.7%	\$4,323,000

Notes:

(A): June 30, 2016 figures based on 2015-2016 budget.

(B): Target Reserve Ratio is 20.0%.

The forecast includes two budget transfer requests to use \$351,515 of the Medical & Dental Insurance budget to 'fully fund' (i.e., Actual Required Contribution less Expected Benefits Payments) the OPEB Trust for 2014-2015 and 2015-2016. We do not have a budget for OPEB Trust in 2014-2015 or 2015-2016.

SELF INSURANCE RESERVE FUND
(WITH Recommended Budget Transfers)

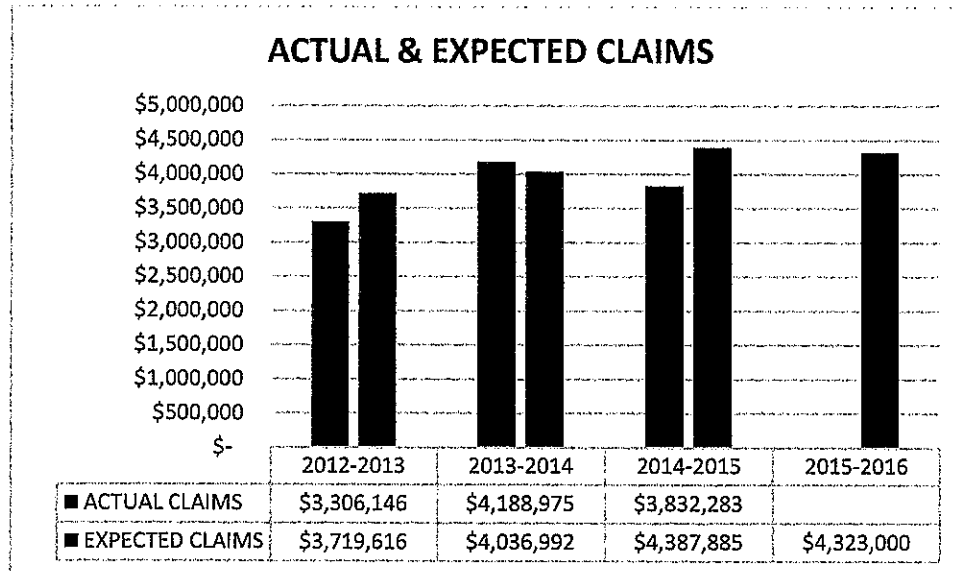
DATE	RESERVE BALANCE	RESERVE RATIO	CLAIMS
June 30, 2013	\$614,535	18.6%	\$3,306,146
June 30, 2014	\$929,397	22.2%	\$4,188,975
June 30, 2015	\$767,997	20.0%	\$3,832,283
June 30, 2016	\$866,499	20.0%	\$4,323,000

Notes:

(A): June 30, 2016 figures based on 2015-2016 budget.

(B): Target Reserve Ratio is 20.0%.

For the past three fiscal years under the District's self-insured plan, actual claims for current employees and retirees have ranged from a low of 87.3 percent in 2014-2015 to a high of 103.8 percent in 2013-2014. The District's aggregate stop-loss is 120 percent. Thus, a 'bad claims year' would have an actual claims to expected claims ratio close to, at, or over 120 percent. We have not yet had a 'bad claims year'.



ACTUAL CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2012-2013	2013-2014	2014-2015
88.9%	103.8%	87.3%

LINE 8 on Page 3: 5860-OPEB TRUST:

The forecast includes two budget transfer requests from Medical and Dental Insurance: \$199,411 to 'fully fund' (i.e., Actual Required Contribution less Expected Benefits Payments) the OPEB Trust for 2014-2015; and \$152,104 to 'fully fund' (i.e., Actual Required Contribution less Expected Benefits Payments) the OPEB Trust for 2015-2016. There is no budget for the OPEB Trust in 2014-2015 and 2015-2016.

The footnote in the Audited Financial Statements depicts the annual contribution, annual OPEB Cost, Percent Contributed, and Net OPEB Obligations (cumulative total). A historical chart is provided below:

OPEB TRUST FUND
As Reported in Audited Financial Statements

<u>Fiscal Year</u>	<u>Annual Contribution</u>	<u>Annual OPEB Cost</u>	<u>Percent Contributed</u>	<u>Net OPEB Obligations</u>
2007-2008	\$ 530,946	\$ 530,946	100.0%	\$ 0
2008-2009	\$ 546,294	\$ 546,294	100.0%	\$ 0
2009-2010	\$ 610,582	\$ 610,582	100.0%	\$ 0
2010-2011	\$ 373,757	\$ 591,798	63.2%	(\$ 218,041)
2011-2012	\$ 376,753	\$ 592,206	63.6%	(\$ 433,494)
2012-2013	\$ 413,627	\$ 594,786	69.5%	(\$ 614,653)
2013-2014	\$ 55,265	\$ 528,939	10.4%	(\$1,088,327)

Financial reporting requirements will be changing so that the OPEB Trust Fund will be treated similar to the Pension Plan. This will change the emphasis to the 'fiduciary net position as a percentage of the total OPEB liability'. For example, the unfunded actuarial accrued liability as of July 1, 2014, was \$3,916,035 and the total assets was \$1,281,787. Thus, the fiduciary net position as a percentage of the total OPEB liability on June 30, 2014 was 32.7 percent. This is much higher than many other school districts and municipalities, some of which do not have an OPEB Trust fund. The recommended budget transfers totaling \$351,515 into the OPEB Trust will help improve the level of funding.

LINE 9 on Page 3: 5260-LIFE INSURANCE:

This is based on the current staff.

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

This is based on the current staff.

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

The intern positions at Amity Regional High School were not filled at a savings of \$58,000 FAV in this account. The funds were used for the Intervention Program, which was paid from salary account and Open Choice Grant. Other professional services for special education students were not needed, thus saving \$70,188 FAV.

LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of \$167,781 FAV.

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

A budget transfer of \$5,100 UNF was approved from the Contingency Account to pay for medical malpractice insurance coverage for the District, Medical Advisor and Doctor who attends Amity home football games.

LINE 24 on Page 3: 5560-TUITION EXPENSE:

These figures are subject to change on a monthly basis.

Tuition has a projected variance of \$355,366 FAV.

Tuition for the vo-ag schools has a projected variance of **\$84,281 FAV**.

	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 BUDGET	FY14-15 FORECAST
Sound	7	6	8	7	7	5
Trumbull	4	3	2	2	3	2
Nonnewaug	5	3	2	2	5	1
Common Guard Charter HS	0	0	0	0	0	1
ACES Wintergreen Magnet	0	0	2	1	0	0
Totals	16	12	14	12	15	9

ECA has a projected variance of **\$5,330 UNF**.

	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 BUDGET	FY14-15 FORECAST
ECA	26	26	26	26	26	26

Public (ACES) and private out-of-district placements has a projected variance of **\$276,415 FAV**.

	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 BUDGET	FY14-15 FORECAST
Public SPED	6	6	8	6	8	10
Private SPED	21	24	21	25	26	24
Totals	27	30	29	31	34	34

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

The 2014-2015 budget for electricity assumes the use of 3,940,349 kilowatt hours at an average price of \$0.1700 per kilowatt hour, or a cost of \$669,859. The District's supply rate is \$0.0899 per kilowatt hour through December 2014. The 2014-2015 budget was based on this rate for the entire fiscal year. We recently locked-in a new rate of \$0.0997 per kilowatt hour, which begins in January 2015. Electricity consumption was 3,773,114 at an average rate of \$0.1759, or **\$6,000 FAV** budget.

ELECTRICITY (KILOWATT HOURS)

MONTH	2014-2015 ACTUAL	2014-15 BUDGET	2014-2015 VARIANCE	2013-2014 ACTUAL	2012-2013 ACTUAL
JUL	321,976	362,728	(40,752)	353,041	367,417
AUG	331,999	362,096	(30,097)	355,228	363,974
SEP	349,784	359,196	(9,412)	369,190	344,252
OCT	292,657	307,391	(14,734)	310,925	299,620
NOV	287,227	293,817	(6,590)	294,532	289,052
DEC	297,565	301,828	(4,263)	295,361	304,135
JAN	290,906	327,249	(36,343)	322,535	327,453
FEB	319,356	315,198	4,158	323,318	302,733
MAR	321,785	308,146	13,639	306,728	305,316
APR	304,672	322,408	(17,736)	300,730	339,642
MAY	318,196	336,781	(18,585)	324,543	344,377
JUN	336,991	343,511	(6,520)	329,909	352,378
TOTALS	3,773,114	3,940,349	(167,235)	3,886,040	3,940,349

Loan payments will total \$123,290, same as budget. The budget assumes a Load Shed credit of \$10,000; there was no credit this fiscal year so we had an unfavorable variance of **\$10,000 UNF**.

The budget for propane is \$5,250. The forecast is \$4,741, or **\$509 FAV** under budget.

Sewer costs will be **\$1,726 UNF** over budget. The budget is \$26,000. We have been informed the quarterly payments will be \$6,931.50, or \$27,726.00 for the year.

The budget for water is \$31,500. At this time, this expense is projected to be **\$3,500 UNF** over budget.

Degree days through April 2015 were 4,503 compared to degree days last year through the same time period of 4,573. Degree days are 1.5 percent lower than last year through April 2015. February 2015 was the coldest month on record in Connecticut.

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

The budget for snow removal and sanding is \$59,745. Expenditures through April, 2015 are \$92,550. This account is a **\$32,805 UNF**.

Below is a list of large repairs:

- Saturated chilled water piping insulation installed in the mid 1990's had become moldy in the Metal Shop at Amity Regional High School. Our installation vendor provided a quote of **\$5,800 UNF** to replace the insulation. The work was accomplished between September 29th and October 1st, 2014. This was an unbudgeted expense. We are not asking for a budget transfer to cover this cost.

- During the quarterly preventive maintenance on our middle school chillers, we discovered that the shorting contacts are worn to the point where if not replaced they can jeopardize the integrity of the motor and compressor assemblies. If not replaced immediately, it could result in very expensive repairs. The preventive maintenance program is designed to find these types of small repairs and remedy them before much larger and expensive failures occur. The unbudgeted expense is **\$5,635 UNF**. We are not asking for a budget transfer to cover this cost.
- The sinks that are in the ceramics art room at Amity Regional High School have become problematic. The program has grown and the use of clay has really increased. The existing sinks are residential sink style sinks and are not adequate for filtering clay. The drains are continually clogging and have begun leaking. In addition, the method of cleaning the clay in the inadequate sinks is causing water to spill all over the floor causing a safety hazard. We will be replacing the sinks with a large, deep three-bay sink over the Holiday break. In addition, an appropriately sized solids separator will be installed to prevent clay from entering the drains. Presently there are very small separators on each drain that are inadequate for the amount of clay being used. We will be doing the install in-house to save money and will not have to use the drain cleaning company near as often. The safety hazard of water on the floor will also be eliminated. The total cost of this unbudgeted expense is **\$4,084 UNF**.
- There was a sewage backup at Amity Regional High School that caused damage to infrastructure and supplies in the nurse's office, guidance office, weight room, trainer's room, and boys' locker room. We are currently replacing and repairing all damaged items. The majority of the cost will be should be covered by insurance. There is a **\$1,000 UNF** deductible that will result in an unbudgeted expense.
- Around Thanksgiving we started having sporadic problems with the Johnson Controls FX-70 Controller at Amity Middle School – Orange Campus. The FX-70 is the main “brain” that controls all HVAC operations and schedules. The controller was randomly shutting off at night for no reason and sometimes rebooting itself and sometimes not. The result has been periodic control issues and sporadic temperature fluctuations. Building Maintainer Ralph Schuster has been very diligent in pursuing the cause of the issue, whether it was a failing controller, or a software problem. Mr. Schuster logged onto technical forums, contacted the supplier and manufacturer, and did daily data gathering to help bring the problem to resolution. Ralph's diligence paid off and the manufacturer has agreed to replace the controller under warranty. The controller has a price tag of approximately \$5,000, so this is a large savings for us. We will have to pay our controls contractor to come and program the new controller, but this is a fraction of the cost of having to purchase a new controller too.

- While completing work on the cooling tower, additional corrosion (which was located in an area that was not visible until the tower was dismantled) was found. The manufacturer determined that the surface corrosion did not compromise the structural integrity of the beams and the corrosion will be treated with a special paint. The cost will be under \$100.
- The main bell and intercom system failed at Amity Regional High School on a late Friday afternoon in March. In order to ensure we had building wide communications for the following Monday, an emergency service call had to be made. The new main controller was overnighted to the technician's house and he came on Saturday to make the repairs. The total cost was approximately **\$9,000 UNF**. The majority of the cost was the new intercom controller. This was an unbudgeted expense.

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

We have taken delivery on 36,661.5 gallons of oil at an average price of \$2.92, or a total cost of \$107,067.32. A budget transfer is being requested to purchase 7,200 gallons at the estimated price of \$2.21 per gallon, or \$15,912. These additional gallons will be used to top-off the tank at Amity Middle School – Bethany Campus. Total expenditures are projected to be \$122,979, or **\$12,549 UNF** over budget. We do not need any additional heating oil for the tank at Amity Middle School – Orange Campus, because we will be switching to natural gas.

We needed fewer gallons than projected to 'top-off' the tank at Amity Middle School – Bethany Campus.

LINE 35 on Page 4: 5621-NATURAL GAS:

Usage and price were lower than budget.

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

A budget transfer of **\$11,313 UNF** was approved to purchase fireproof file cabinets for the District Office Personnel Department. This will provide safe and secure protection for confidential personnel information.

LINE 46 and LINE 47 on Page 4: 5850-CONTINGENCY:

The forecast assumes the entire Contingency Account of \$150,000 will be spent by fiscal year end. *The remaining balance is \$0.*

September: **\$5,100** – Pay for medical malpractice insurance coverage for the District, Medical Advisor and Doctor who attends Amity home football games

February: **\$9,860** – Pay for installation of a stone dust track at Amity Middle School – Bethany Campus for safety reasons

March: **\$10,000** – Pay for snow removal and sanding

April: **\$19,780** – Pay for snow removal and sanding

May: **\$105,260** – Transfer into the Reserve Fund for Capital Nonrecurring Expenditures and designate these funds for the purchase of a heat exchanger at Amity Regional High School

LINE 53 on Page 4: 5856-TRANSFER ACCOUNT:

A budget transfer was approved to move **\$105,260 UNF** into the Reserve Fund for Capital Nonrecurring Expenditures and designate these funds for the purchase of a heat exchanger at Amity Regional High School.

The forecast includes a budget transfer of **\$4,395 UNF** into the Reserve Fund for Capital and Nonrecurring Expenditures to convert the boilers and domestic hot water boiler from oil to natural gas at Amity Middle School – Orange Campus. This supplements the 2015-2016 budget of \$56,100 for the conversion of the boilers to natural gas.

The forecast includes a request to transfer \$236,790 UNF into the Reserve Fund for Capital and Nonrecurring Expenditures for the purpose of purchasing and installing a heat exchanger at Amity Regional High School.

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2014-2015

TOTAL ANNUAL SAVINGS OF:	\$139,721
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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.

\$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.

\$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.

\$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 B

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 30th 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.

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

LINE	CATEGORY	COLUMN 1 2014-2015 FORECAST	COLUMN 2 2015-2016 BUDGET	COLUMN 3 JUL '15 FORECAST	COLUMN 4 CHANGE INCR./DECR.)	COLUMN 5 AUG '15 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	MEMBER TOWN ALLOCATIONS	44,208,682	45,348,694	45,348,694	0	45,348,694	0	FAV
2	OTHER REVENUE	242,628	215,266	215,266	3,960	219,226	3,960	FAV
3	OTHER STATE GRANTS	1,104,322	1,157,411	1,157,411	(97,880)	1,059,531	(97,880)	UNF
4	MISCELLANEOUS INCOME	314,311	174,480	174,480	0	174,480	0	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	TOTAL REVENUES	45,876,434	46,902,342	46,902,342	(93,920)	46,808,422	(93,920)	UNF
7	SALARIES	23,654,922	24,522,504	24,522,504	0	24,522,504	0	FAV
8	BENEFITS	5,583,157	5,837,134	5,837,134	(20,727)	5,816,407	(20,727)	FAV
9	PURCHASED SERVICES	7,097,636	7,862,820	7,862,820	(576,869)	7,285,951	(576,869)	FAV
10	DEBT SERVICE	4,799,303	4,743,788	4,743,788	0	4,743,788	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,991,295	3,051,561	3,051,561	(14,110)	3,037,451	(14,110)	FAV
12	EQUIPMENT	286,518	245,855	245,855	0	245,855	0	FAV
13	IMPROVEMENTS / CONTINGENCY	9,860	493,000	493,000	0	493,000	0	FAV
14	DUES AND FEES	119,828	145,680	145,680	0	145,680	0	FAV
15	TRANSFER ACCOUNT	346,445	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	44,888,964	46,902,342	46,902,342	(611,706)	46,290,636	(611,706)	FAV
17	SUBTOTAL	987,470	0	0	517,786	517,786	517,786	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S 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	NET BALANCE / (DEFICIT)	854,350	0	0	517,786	517,786	517,786	FAV

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

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

LINE	CATEGORY	COLUMN 1 2014-2015 FORECAST	COLUMN 2 2015-2016 BUDGET	COLUMN 3 JUL '15 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 AUG '15 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	3,405	0	3,405	0	FAV
6	PARKING INCOME	30,181	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	2,572	1,500	1,500	0	1,500	0	FAV
8	ATHLETICS	22,610	32,500	32,500	0	32,500	0	FAV
9	TUITION REVENUE	73,785	72,985	72,985	3,960	76,945	3,960	FAV
10	TRANSPORTATION INCOME	110,046	74,876	74,876	0	74,876	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	242,628	215,266	215,266	3,960	219,226	3,960	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,104,322	1,157,411	1,157,411	(97,880)	1,059,531	(97,880)	UNF
15	OTHER STATE GRANTS	1,104,322	1,157,411	1,157,411	(97,880)	1,059,531	(97,880)	UNF
16	RENTAL INCOME	26,025	3,500	3,500	0	3,500	0	FAV
17	DESIGNATED FROM PRIOR YEAR	266,000	150,000	150,000	0	150,000	0	FAV
18	OTHER REVENUE	22,286	20,980	20,980	0	20,980	0	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	314,311	174,480	174,480	0	174,480	0	FAV
21	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
22	TOTAL REVENUES	45,876,434	46,902,342	46,902,342	(93,920)	46,808,422	(93,920)	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 FORECAST	COLUMN 2 2015-2016 BUDGET	COLUMN 3 JUL '15 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 AUG '15 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,722,782	20,383,773	20,383,773	0	20,383,773	0	FAV
2	5112-CLASSIFIED SALARIES	3,932,140	4,138,731	4,138,731	0	4,138,731	0	FAV
3	SALARIES	23,654,922	24,522,504	24,522,504	0	24,522,504	0	FAV
4	5200-MEDICARE - ER	317,397	327,104	327,104	0	327,104	0	FAV
5	5210-FICA - ER	245,870	253,321	253,321	0	253,321	0	FAV
6	5220-WORKERS' COMPENSATION	191,924	250,807	250,807	(20,727)	230,080	(20,727)	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	351,515	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	40,513	45,520	45,520	0	45,520	0	FAV
10	5275-DISABILITY INSURANCE	8,623	9,602	9,602	0	9,602	0	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	BENEFITS	5,583,157	5,837,134	5,837,134	(20,727)	5,816,407	(20,727)	FAV
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	903,552	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	2,519,004	2,831,153	2,831,153	(222,309)	2,608,844	(222,309)	FAV
22	5521-GENERAL LIABILITY INSURANCE	207,565	205,831	205,831	(5,930)	199,901	(5,930)	FAV
23	5550-COMMUNICATIONS: TEL, POST, ETC.	92,021	111,362	111,362	0	111,362	0	FAV
24	5560-TUITION EXPENSE	3,127,149	3,323,310	3,323,310	(348,630)	2,974,680	(348,630)	FAV
25	5590-OTHER PURCHASED SERVICES	76,439	71,901	71,901	0	71,901	0	FAV
26	PURCHASED SERVICES	7,097,636	7,862,820	7,862,820	(576,869)	7,285,951	(576,869)	FAV

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

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

LINE	CATEGORY	COLUMN 1 2014-2015 FORECAST	COLUMN 2 2015-2016 BUDGET	COLUMN 3 JUL '15 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 AUG '15 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 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	854,617	822,839	822,839	0	822,839	0	FAV
31	5420-REPAIRS, MAINTENANCE & CLEANING	732,194	703,182	703,182	0	703,182	0	FAV
32	5611-INSTRUCTIONAL SUPPLIES	353,751	366,819	366,819	0	366,819	0	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	176,416	206,478	206,478	0	206,478	0	FAV
34	5620-OIL USED FOR HEATING	122,271	87,016	87,016	(42,758)	44,258	(42,758)	FAV
35	5621-NATURAL GAS	86,384	97,000	97,000	28,648	125,648	28,648	UNF
36	5627-TRANSPORTATION SUPPLIES	167,967	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	23,491	20,797	20,797	0	20,797	0	FAV
39	5690-OTHER SUPPLIES	435,138	488,496	488,496	0	488,496	0	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,991,295	3,051,561	3,051,561	(14,110)	3,037,451	(14,110)	FAV
41	5730-EQUIPMENT - NEW	63,309	39,170	39,170	0	39,170	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	223,209	206,685	206,685	0	206,685	0	FAV
43	EQUIPMENT	286,518	245,855	245,855	0	245,855	0	FAV
44	5715-IMPROVEMENTS TO BUILDING	0	160,000	160,000	0	160,000	0	FAV
45	5720-IMPROVEMENTS TO SITES	9,860	183,000	183,000	0	183,000	0	FAV
46	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	0	0	0	FAV
48	IMPROVEMENTS / CONTINGENCY	9,860	493,000	493,000	0	493,000	0	FAV
49	5580-STAFF TRAVEL	23,436	20,157	20,157	0	20,157	0	FAV
50	5581-TRAVEL - CONFERENCES	24,299	25,232	25,232	0	25,232	0	FAV
51	5810-DUES & FEES	72,093	100,291	100,291	0	100,291	0	FAV
52	DUES AND FEES	119,828	145,680	145,680	0	145,680	0	FAV
53	5856-TRANSFER ACCOUNT	346,445	0	0	0	0	0	FAV
54	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	44,888,964	46,902,342	46,902,342	(611,706)	46,290,636	(611,706)	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**



AUGUST 2015

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

TABLE OF CONTENTS

Overview	1
2015-2016 Revenues By Category	2
2015-2016 Expenditures By Category	3
CQIA (Connecticut Quality Innovation Award) Innovation Prize – Appendix A	7
Cost Savings & Efficiencies for 2015-2016 – Appendix B	8
Cost Savings & Efficiencies for 2014-2015 – Appendix C	9
Monthly Forecasts: Purpose, Methodology, Historical – Appendix D	15
Recap of 2013-2014 – Appendix E	18
Recap of 2014-2015 – Appendix F	20

2015-2016 FORECAST

OVERVIEW

The projected net balance of revenues and expenditures for this fiscal year are **\$517,786 FAV**.

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

- **\$473,059 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 1) hospitalized; 2) move into the district or leave the district at any time; 3) 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.
- **\$26,657 FAV:** Bid prices for workers' compensation and general liability insurance were competitive and below budget. The bids were received after the budget was adopted.

REVENUES BY CATEGORY

The projected yearend balance of revenues are **\$93,920 UNF**, which appears on page 2, column 6, line 22.

LINE 7 on Page 2: INVESTMENT INCOME:

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

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
June 2015	0.350 %	0.043 %
July 2015	0.250 %	0.150 %

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.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The State reimbursement rate for 2015-2016 is expected to be 79.0 percent. The estimated decrease in revenues is **\$97,880 UNF** based on projections of special education transportation and tuition at the budgeted rate of 79.0 percent.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures are \$611,706 FAV, which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

An analysis of salaries will not be done until all hiring has been completed.

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

An analysis of salaries will not be done until all hiring has been completed.

LINES 3 & 4 on Page 3: MEDICARE & FICA:

The forecast is based on current staffing.

LINE 6: WORKERS' COMPENSATION:

The bid price for workers' compensation insurance premium was \$20,727 FAV under budget. The forecast assumes the audit premium will be \$10,807, which is the same as budgeted.

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

The forecast assumes actual claims of current employees and retirees will be the same as budget except for months with *actual claims (highlighted in bold, italics)*.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2015-2016 FORECAST	2015-2016 BUDGET	2015-2016 VARIANCE	2014-2015 ACTUAL	2013-2014 ACTUAL
JUL	<i>\$424,798</i>	\$360,250	<i>\$64,548</i>	\$311,067	\$430,267
AUG	\$360,250	\$360,250		\$336,053	\$381,584
SEP	\$360,250	\$360,250		\$282,989	\$306,379
OCT	\$360,250	\$360,250		\$368,169	\$312,668
NOV	\$360,250	\$360,250		\$326,683	\$327,966
DEC	\$360,250	\$360,250		\$419,537	\$416,061
JAN	\$360,250	\$360,250		\$284,899	\$402,402
FEB	\$360,250	\$360,250		\$330,398	\$238,891
MAR	\$360,250	\$360,250		\$269,027	\$368,088
APR	\$360,250	\$360,250		\$302,864	\$374,121
MAY	\$360,250	\$360,250		\$291,612	\$314,836
JUN	\$360,250	\$360,250		\$308,985	\$315,712
TOTALS	<i>\$4,387,548</i>	\$4,323,000	<i>\$64,548</i>	\$3,832,283	\$4,188,975

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 FORECAST
88.9%	103.8%	87.3%	100.0%	101.5%

Note: 2015-2016 FORECAST is based on actual year-to-date claims plus budgeted claims for the remainder of the year.

LINE 8 on Page 3: 5860-OPEB TRUST:

There is no budget. If the budget requests made at the August 2015 meeting are approved, the OPEB Trust will be 'fully funded' (i.e., Actual Required Contribution less Expected Benefits Payments) for 2014-2015 and 2015-2016.

LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of \$222,309 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 \$348,630 FAV.

Tuition for the vo-ag schools has a projected variance of \$39,450 FAV.

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

ECA has a projected variance of \$ 3,952 UNF.

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 BUDGET	FY15-16 FORECAST
ECA	26	26	26	26	26	26

Public (ACES) and private out-of-district placements has a projected variance of **\$313,132 FAV.**

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 BUDGET	FY15-16 FORECAST
Public SPED	6	8	6	10	10	7
Private SPED	24	21	25	24	23	<i>21</i>
Totals	30	29	31	34	33	28

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 \$743,507.

ELECTRICITY (KILOWATT HOURS)

MONTH	2015-2016 FORECAST	2015-16 BUDGET	2014-2015 ACTUAL	2013-2014 ACTUAL	2012-2013 ACTUAL
JUL	350,380	350,380	321,976	353,041	367,417
AUG	353,327	353,327	331,999	355,228	363,974
SEP	357,369	357,369	349,784	369,190	344,252
OCT	303,582	303,582	292,657	310,925	299,620
NOV	292,695	292,695	287,227	294,532	289,052
DEC	301,518	301,518	297,565	295,361	304,135
JAN	316,251	316,251	290,906	322,535	327,453
FEB	317,768	317,768	319,356	323,318	302,733
MAR	313,876	313,876	321,785	306,728	305,316
APR	323,607	323,607	304,672	300,730	339,642
MAY	338,033	338,033	318,196	324,543	344,377
JUN	344,787	344,787	336,991	329,909	352,378
TOTALS	3,913,193	3,913,193	3,773,114	3,886,040	3,940,349

Note: 2015-2016 figures in *boldface, italics* are actual.

Loan payments will total \$14,583. The budget assumes there will not be a Load Shed credit. The budget for propane is \$5,250. Sewer costs are budgeted at \$28,000. The budget for water is \$31,500.

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

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. 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 of 20,000 gallons of heating oil not being needed. This is a favorable variance of **\$42,758 FAV.**

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 savings in heating oil, or \$28,648 UNF.

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

The budget includes a \$100,000 facilities contingency for emergencies. To-date, there have been no expenditures.

LINE 46 on Page 4: 5850-CONTINGENCY:

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. To-date, there have no expenditures.

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

TOTAL ANNUAL SAVINGS TO-DATE OF: \$78,961

\$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.

APPENDIX C

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2014-2015

TOTAL ANNUAL SAVINGS OF:	\$139,721
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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).

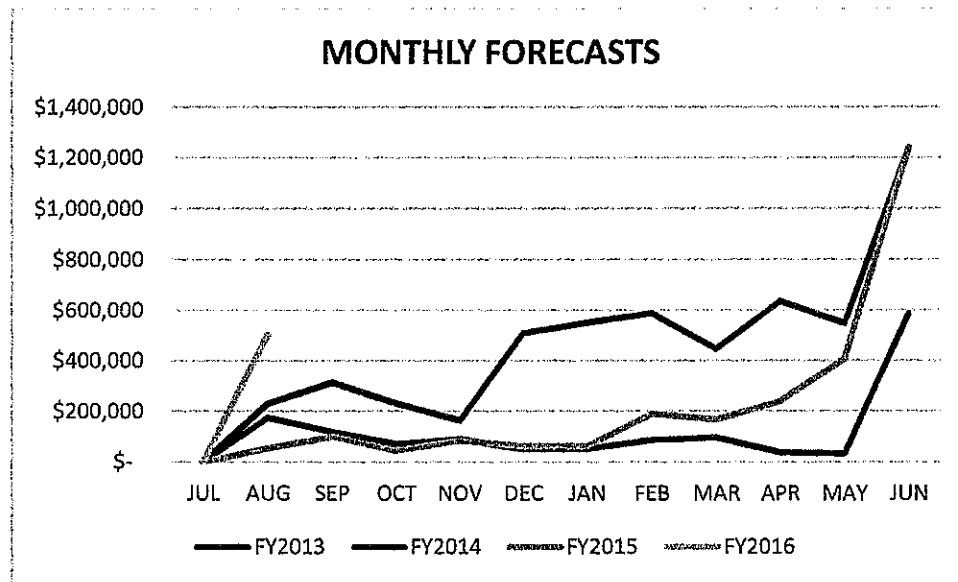
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 each month's forecast for the past three fiscal years and each month's forecast for this current fiscal year. The most noticeable deviation in the month-to-month forecast is the change from May's forecast to June's forecast.



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 \$1,241,140. The monthly forecast for May 2014 projected a fund balance of \$405,579, or **\$835,561 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:

- **\$130,548:** 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, which resulted in a Self Insurance Reserve Fund reserve balance to claims ratio of 33.2 percent on June 30, 2015. The target ratio is 20 percent. The forecast includes budget transfers to fully-fund the OPEB Trust for 2014-2015 and 2015-2016 and return the remaining funds to the member towns.

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 30th 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 **preliminary, unaudited** fund balance of **\$1,241,140 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:

\$ 312,964

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:

\$ 788,455

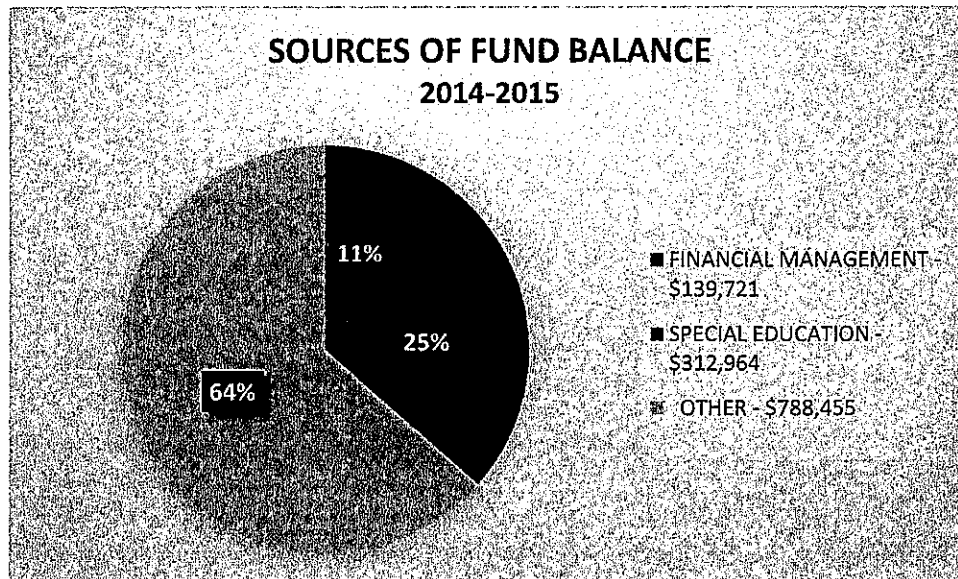
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned 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 **\$152,239** with the transfers to the OPEB Trust.

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

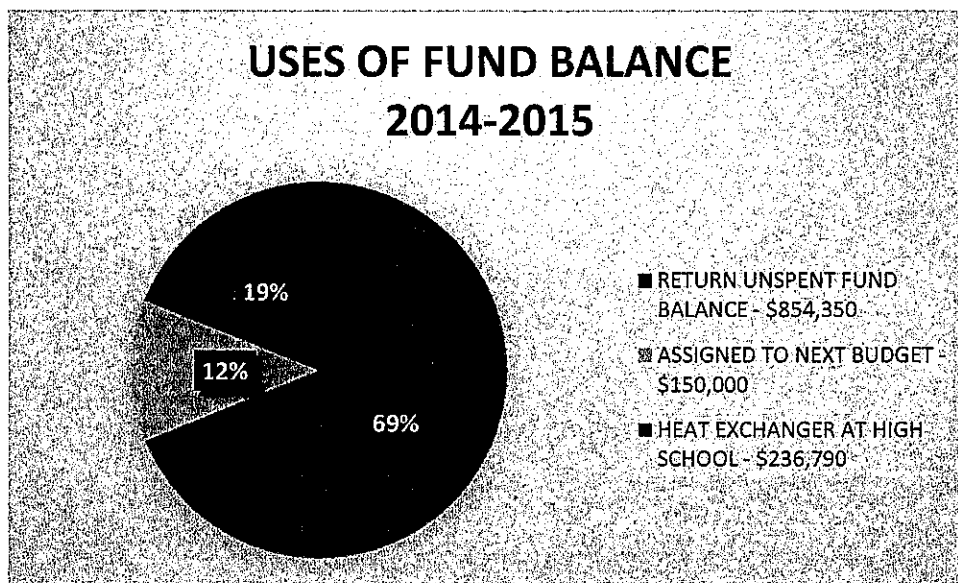
The primary sources of the fund balance are shown graphically below:



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

1. **\$854,350** – 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:

Based on the **preliminary, unaudited** fund balance and the recommended budget transfers, the District would return the unspent fund balance, as follows:

Bethany	\$177,884
Orange	\$420,486
Woodbridge	<u>\$255,980</u>
Total	\$854,350

Amity Regional School District No. 5 - Budget Transfers 2014-2015

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2014	86	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -1,700.00 to purchase databases
July 2014	86	03132220	5690	OTHER SUPPLIES	\$ 1,700.00 to purchase databases
July 2014	87	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ -800.00 purchase tables for library
July 2014	87	03132220	5730	EQUIPMENT - NEW	\$ 800.00 purchase tables for library
July 2014	89	03132220	5730	EQUIPMENT - NEW	\$ 300.00 desks for media center
July 2014	89	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ -300.00 desks for media center
July 2014	90	03132220	5730	EQUIPMENT - NEW	\$ 800.00 tables\desks media specialists
July 2014	90	03142219	5611	INSTRUCTIONAL SUPPLIES	\$ -800.00 tables\desks media specialists
August 2014	72	02111010	5810	DUES & FEES	\$ 40.00 MEMBERSHIP DUES -MUSIC
August 2014	72	02132400	5810	DUES & FEES	\$ -40.00 MEMBERSHIP DUES -MUSIC
September 2014	9	03111013	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 456.00 For microscope repairs
September 2014	9	03111013	5641	TEXTBOOKS	\$ -456.00 For microscope repairs
September 2014	130	03111006	5641	TEXTBOOKS	\$ 1,200.00 NEW WORLD LANGUAGE TEXTBOOKS
September 2014	130	03142219	5611	INSTRUCTIONAL SUPPLIES	\$ -1,200.00 NEW WORLD LANGUAGE TEXTBOOKS
September 2014	201	01111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 425.00 EXTENDED COVERAGE 3DPRINTER
September 2014	201	01111008	5611	INSTRUCTIONAL SUPPLIES	\$ -425.00 EXTENDED COVERAGE 3DPRINTER
October 2014	9	01113201	5690	OTHER SUPPLIES	\$ 100.00 AFTER SCHOOL ACTORS CLUB
October 2014	9	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -100.00 AFTER SCHOOL ACTORS CLUB
October 2014	67	03132220	5810	DUES & FEES	\$ -745.00 NOT ATTENDING CONFERENCE 14-15
October 2014	67	03132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 200.00 ADDITIONAL PERIODICALS
October 2014	67	03132220	5730	EQUIPMENT - NEW	\$ 115.00 PURCHASE DVD CABINET AND TABLE
October 2014	67	03132220	5690	OTHER SUPPLIES	\$ 430.00 ADDITIONAL DATABASE
October 2014	84	01142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -561.00 replace snow blower
October 2014	84	01142600	5731	EQUIPMENT - REPLACEMENT	\$ 561.00 replace snow blower
October 2014	125	02132120	5590	OTHER PURCHASED SERVICES	\$ -178.00 TO PURCHASE OFFICE SUPPLIES
October 2014	125	02132120	5690	OTHER SUPPLIES	\$ 178.00 TO PURCHASE OFFICE SUPPLIES
October 2014	126	02132120	5590	OTHER PURCHASED SERVICES	\$ -15.00 FOR CONFERENCE/MEMBERSHIP
October 2014	126	02132120	5581	TRAVEL - CONFERENCES	\$ 15.00 FOR CONFERENCE/MEMBERSHIP
October 2014	132	03111011	5611	INSTRUCTIONAL SUPPLIES	\$ -266.00 tv/wall mount replacement
October 2014	132	05142350	5730	EQUIPMENT - NEW	\$ 266.00 tv/wall mount replacement
October 2014	192	03132120	5590	OTHER PURCHASED SERVICES	\$ -1,084.00 New AP French Textbooks
October 2014	192	03111006	5641	TEXTBOOKS	\$ 1,084.00 New AP French Textbooks
November 2014	16	03111006	5641	TEXTBOOKS	\$ 400.00 New french textbooks
November 2014	16	03111006	5810	DUES & FEES	\$ -400.00 New french textbooks
November 2014	31	04126111	5560	TUITION EXPENSE	\$ -2,380.00 TUITION - WHITNEY HIGH SCHOOL
November 2014	31	04126110	5560	TUITION EXPENSE	\$ 2,380.00 TUITION - WHITNEY HIGH SCHOOL
November 2014	67	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 1,200.00 Replacement COW cart
November 2014	67	05142350	5690	OTHER SUPPLIES	\$ -1,200.00 Replacement COW Cart
November 2014	140	05142320	5590	OTHER PURCHASED SERVICES	\$ -1,420.00 ER Radios - MS custodians
November 2014	140	02132400	5730	EQUIPMENT - NEW	\$ 710.00 ER Radios - MS custodians
November 2014	140	01132400	5730	EQUIPMENT - NEW	\$ 710.00 ER Radios - MS Custodians
December 2014	29	02132400	5731	EQUIPMENT - REPLACEMENT	\$ 2,260.00 PURCHASE STUDENT TABLES/CHAIRS
December 2014	29	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,260.00 PURCHASE STUDENT TABLES/CHAIRS
December 2014	124	05142350	5581	TRAVEL - CONFERENCES	\$ 2,000.00 PowerSchool Conferences
December 2014	124	05142350	5580	STAFF TRAVEL	\$ -2,000.00 PowerSchool Conferences
January 2015	18	05142350	5580	STAFF TRAVEL	\$ 1,425.00 PowerSchool airfare, car AHS
January 2015	18	05142320	5580	STAFF TRAVEL	\$ -1,425.00 PowerSchool airfare, car AHS
January 2015	25	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ -15.00 reimbursement for math team te
January 2015	25	03111009	5690	OTHER SUPPLIES	\$ 15.00 reimbursement for math team te
January 2015	41	02132400	5580	STAFF TRAVEL	\$ 700.00 NEEDED IN MILEAGE
January 2015	41	02132400	5581	TRAVEL - CONFERENCES	\$ -700.00 NEEDED IN MILEAGE
January 2015	75	02111010	5731	EQUIPMENT - REPLACEMENT	\$ 1,800.00 New Bass

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
January 2015	75	05142320	5590	OTHER PURCHASED SERVICES	\$ -1,800.00 New Bass
January 2015	92	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -50.00 Need to cover book purchases
January 2015	92	03132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 50.00 Need to cover book purchases
January 2015	97	02142600	5410	UTILITIES, EXCLUDING HEAT	\$ 1,200.00 TRANSFER FOR REGIONAL WATER
January 2015	97	02142600	5420	REPAIRS, MAINTENANCE & CLEANING	\$ -1,200.00 TRANSFER FOR REGIONAL WATER
January 2015	136	01132220	5690	OTHER SUPPLIES	\$ -50.00 Author visit for school wide
January 2015	136	01132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 50.00 Author visit for school wide
January 2015	141	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00 AMITY IN ACTION DESIGN
January 2015	141	05142510	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 2,000.00 AMITY IN ACTION DESIGN
January 2015	142	05132213	5690	OTHER SUPPLIES	\$ 1,000.00 GOLD PEN AWARD
January 2015	142	05132213	5611	INSTRUCTIONAL SUPPLIES	\$ -1,000.00 GOLD PEN AWARD
January 2015	145	05132213	5690	OTHER SUPPLIES	\$ 1,000.00 YEARS OF SERVICE
January 2015	145	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ -1,000.00 YEARS OF SERVICE
March 2015	25	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ -2,500.00 AMITY IN ACTION PRINTING
March 2015	25	05142510	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 2,500.00 AMITY IN ACTION PRINTING
March 2015	43	03113202	5690	OTHER SUPPLIES	\$ 1,821.00 Colorguard uniforms
March 2015	43	03113201	5111	CERTIFIED SALARIES	\$ -1,821.00 Colorguard uniforms
March 2015	83	01132220	5690	OTHER SUPPLIES	\$ 1,700.00 headphones/misc supplies
March 2015	83	01132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -1,700.00 headphones/misc supplies
March 2015	114	02111008	5611	INSTRUCTIONAL SUPPLIES	\$ -2,650.00 WIND TUNNEL FOR EXPERIMENTS
March 2015	114	02111008	5730	EQUIPMENT - NEW	\$ 2,650.00 WIND TUNNEL FOR EXPERIMENTS
March 2015	121	03111005	5641	TEXTBOOKS	\$ 469.00 replacement texts
March 2015	121	03111005	5690	OTHER SUPPLIES	\$ 200.00 for printer cartridges
March 2015	121	03111005	5730	EQUIPMENT - NEW	\$ -669.00 to purchase text/ink
March 2015	172	02111013	5611	INSTRUCTIONAL SUPPLIES	\$ 13.00 SHIPPING CHARGES
March 2015	172	02111013	5690	OTHER SUPPLIES	\$ -13.00 SHIPPING CHARGES
March 2015	180	02132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -150.00 Books for COMMON CORE
March 2015	180	02132220	5611	INSTRUCTIONAL SUPPLIES	\$ -143.00 Books for COMMON CORE
March 2015	180	02132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 989.00 Books for COMMON CORE
March 2015	180	02132220	5690	OTHER SUPPLIES	\$ -696.00 Books for COMMON CORE
March 2015	184	03111008	5731	EQUIPMENT - REPLACEMENT	\$ 1,497.00 REPLACEMENT TABLE SAW
March 2015	184	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ -1,497.00 REPLACEMENT TABLE SAW
March 2015	192	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -700.00 to buy books
March 2015	192	03132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 700.00 to buy books
March 2015	193	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -146.00 for chairs
March 2015	193	03132220	5690	OTHER SUPPLIES	\$ 146.00 for chairs
March 2015	194	03111010	5730	EQUIPMENT - NEW	\$ 1,000.00 midis devices to compose music
March 2015	194	03111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,000.00 midis devices to compose music
March 2015	207	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ -324.10 transfer to technology-doc cam
March 2015	207	05142350	5730	EQUIPMENT - NEW	\$ 324.10 transfer to technology-doc cam
March 2015	209	01111016	5690	OTHER SUPPLIES	\$ 95.00 READING CLASS BOOK COVERS
March 2015	209	01111016	5810	DUES & FEES	\$ -95.00 READING CLASS BOOK COVERS
March 2015	210	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,000.00 BUSES FOR FIELD TRIP
March 2015	210	02142700	5510	PUPIL TRANSPORTATION	\$ 2,000.00 BUSES FOR FIELD TRIP
March 2015	211	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -200.00 STAFF TRAVEL
March 2015	211	05132213	5580	STAFF TRAVEL	\$ 200.00 STAFF TRAVEL
March 2015	212	05132213	5590	OTHER PURCHASED SERVICES	\$ 2,800.00 MARCH 20 - PD costs
March 2015	212	05132212	5581	TRAVEL - CONFERENCES	\$ -800.00 MARCH 20 - PD costs
March 2015	212	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ -2,000.00 MARCH 20 - PD costs
March 2015	213	05132212	5581	TRAVEL - CONFERENCES	\$ -700.00 AWARD FOR EXCELLENCE
March 2015	213	05132212	5550	COMMUNICATIONS: TEL, POST, ETC.	\$ -52.00 AWARD FOR EXCELLENCE
March 2015	213	05132213	5690	OTHER SUPPLIES	\$ 752.00 AWARD FOR EXCELLENCE
March 2015	214	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ -2,500.00 JOYCE PRINTERS - BROCHURE
March 2015	214	05142510	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 2,500.00 JOYCE PRINTERS - BROCHURE
March 2015	218	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 400.00 Wood to build Bass rack
March 2015	218	03111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -400.00 Wood to build Bass rack

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April 2015	3	01132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 1,227.00 REPAIRS CHAIR CASTERS WHEELS
April 2015	3	01132400	5581	TRAVEL - CONFERENCES	\$ -1,227.00 REPAIRS CHAIR CASTERS WHEELS
April 2015	42	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ -379.00 DEPT IPAD
April 2015	42	05142350	5730	EQUIPMENT - NEW	\$ 379.00 DEPT IPAD
April 2015	52	03111016	5690	OTHER SUPPLIES	\$ -51.00 GUIDED RDG BKS @ VARIOUS LEVL
April 2015	52	03111016	5810	DUES & FEES	\$ -1,000.00 GUIDED RDG BKS @ VARIOUS LEVL
April 2015	52	03111016	5611	INSTRUCTIONAL SUPPLIES	\$ 1,051.00 GUIDED RDG BKS @ VARIOUS LEVL
April 2015	55	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ 150.00 to purchase library supplies
April 2015	55	03132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 850.00 to purchase lbooks
April 2015	55	03111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,000.00 to purchase library supplies
April 2015	60	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -600.00 RENT CHARIS FOR 8TH GR. CEREM
April 2015	60	02132400	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ 600.00 RENT CHARIS FOR 8TH GR. CEREM
April 2015	61	03111006	5611	INSTRUCTIONAL SUPPLIES	\$ 14.00 additional instructional suppl
April 2015	61	03111006	5611	INSTRUCTIONAL SUPPLIES	\$ 69.00 additional instructional suppl
April 2015	61	03111006	5641	TEXTBOOKS	\$ -69.00 additional instructional suppl
April 2015	61	03111006	5810	DUES & FEES	\$ -14.00 additional instructional suppl
April 2015	64	01132400	5580	STAFF TRAVEL	\$ 124.00 CAS LEADERSHIP BANQUET
April 2015	64	01142219	5611	INSTRUCTIONAL SUPPLIES	\$ -124.00 CAS LEADERSHIP BANQUET
April 2015	69	03111013	5641	TEXTBOOKS	\$ 2,700.00 Additional texts needed
April 2015	69	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -2,700.00 Additional texts needed
April 2015	87	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,300.00 CLASSROOM FURNITURE
April 2015	87	02132400	5731	EQUIPMENT - REPLACEMENT	\$ 2,300.00 CLASSROOM FURNITURE
April 2015	88	01132400	5590	OTHER PURCHASED SERVICES	\$ -649.00 Office Chairs
April 2015	88	01132400	5690	OTHER SUPPLIES	\$ 649.00 OFFICE CHAIRS
April 2015	98	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ -1,598.00 to cover shipping of textbooks
April 2015	98	03111009	5641	TEXTBOOKS	\$ 1,598.00 to cover shipping of textbooks
April 2015	99	01111013	5690	OTHER SUPPLIES	\$ -501.00 IPAD
April 2015	99	01111013	5611	INSTRUCTIONAL SUPPLIES	\$ -187.00 IPAD
April 2015	99	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 501.00 IPAD
April 2015	99	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 187.00 IPAD
April 2015	129	03113202	5730	EQUIPMENT - NEW	\$ 1,150.00 furniture purchase
April 2015	129	03113202	5690	OTHER SUPPLIES	\$ -1,150.00 furniture purchase
April 2015	135	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,400.00 TABLES
April 2015	135	01132220	5730	EQUIPMENT - NEW	\$ 2,400.00 TABLES
April 2015	152	03111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -662.00 funds for JP conf
April 2015	152	03111010	5810	DUES & FEES	\$ 662.00 funds for JP conf
April 2015	164	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,850.00 SCIENCE RESEARCH MATERIALS
April 2015	164	02111013	5611	INSTRUCTIONAL SUPPLIES	\$ 2,850.00 SCIENCE RESEARCH MATERIALS
April 2015	169	01111011	5730	EQUIPMENT - NEW	\$ 2,945.00 GOAL NETS
April 2015	169	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,945.00 GOAL NETS
April 2015	169	01132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 139.00 SHIPPING FOR WHITE BOARDS
April 2015	169	01132400	5810	DUES & FEES	\$ -139.00 SHIPPING FOR WHITE BOARDS
April 2015	225	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,500.00 CHAIRS & TABLES FOR MEDIA CENT
April 2015	225	01132220	5730	EQUIPMENT - NEW	\$ 2,500.00 CHAIRS & TABLES FOR MEDIA CENT
April 2015	227	01132220	5611	INSTRUCTIONAL SUPPLIES	\$ -66.00 Headphone/Misc Supplies
April 2015	227	01132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -221.00 Headphone/Misc Supplies
April 2015	227	01132220	5690	OTHER SUPPLIES	\$ 221.00 Headphone/Misc Supplies
April 2015	227	01132220	5690	OTHER SUPPLIES	\$ 66.00 Headphone/Misc Supplies
April 2015	235	03111008	5690	OTHER SUPPLIES	\$ -147.00 Repair Techno CNC Router
April 2015	235	03111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 1,162.00 Repair Techno CNC Router
April 2015	235	03111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 147.00 Repair Techno CNC Router
April 2015	235	03132400	5590	OTHER PURCHASED SERVICES	\$ -1,162.00 Repair Techno CNC Router
April 2015	244	01132400	5810	DUES & FEES	\$ -400.00 READING AWARD HARTFORD TRIP
April 2015	244	01142700	5510	PUPIL TRANSPORTATION	\$ 400.00 READING AWARD HARTFORD TRIP
April 2015	245	01132400	5581	TRAVEL - CONFERENCES	\$ 79.00 HARTFORD CONFERENCE

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April 2015	245	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ -31.00 HARTFORD CONFERENCE
April 2015	245	01111016	5641	TEXTBOOKS	\$ -48.00 HARTFORD CONFERENCE
May 2015	3	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,300.00 CLASSROOM DESK WITH CHAIRS
May 2015	3	01132400	5731	EQUIPMENT - REPLACEMENT	\$ 2,300.00 CLASSROOM DESK WITH CHAIRS
May 2015	19	01132400	5690	OTHER SUPPLIES	\$ 403.00 TEACHER APPRECIATION GIFTS
May 2015	19	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -403.00 TEACHER APPRECIATION GIFTS
May 2015	27	03132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -765.00 NEEDED FOR MILEAGE
May 2015	27	03132120	5581	TRAVEL - CONFERENCES	\$ 765.00 NEEDED FOR MILEAGE
May 2015	33	03111015	5590	OTHER PURCHASED SERVICES	\$ -250.00 kiln repair
May 2015	33	03111001	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 250.00 kiln repair
May 2015	34	03111015	5611	INSTRUCTIONAL SUPPLIES	\$ -800.00 purchase new cello rack
May 2015	34	03111010	5730	EQUIPMENT - NEW	\$ 800.00 purchase new cello rack
May 2015	52	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -2,900.00 New student desks
May 2015	52	03132400	5730	EQUIPMENT - NEW	\$ 2,900.00 New student desks
May 2015	57	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -252.00 STAPLES FOR COPIER MACHINE
May 2015	57	01132400	5590	OTHER PURCHASED SERVICES	\$ 252.00 STAPLES FOR COPIER MACHINE
May 2015	87	04121203	5730	EQUIPMENT - NEW	\$ 2,400.00 TABLES TRANSITION ROOM
May 2015	87	04126130	5560	TUITION EXPENSE	\$ -2,400.00 TABLES TRANSITION ROOM
May 2015	88	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,900.00 needed for Coping repairs
May 2015	88	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -2,900.00 needed for Coping repairs
May 2015	100	01111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 200.00 PIANO ACCOMPANIST FOR CONCERT
May 2015	100	01111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -200.00 PIANO ACCOMPANIST FOR CONCERT
May 2015	128	05142510	5731	EQUIPMENT - REPLACEMENT	\$ 1,781.00 Conference Room Chairs
May 2015	128	05142310	5590	OTHER PURCHASED SERVICES	\$ -1,781.00 Conference Room Chairs
May 2015	139	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 2,804.00 laptop replacement
May 2015	139	01142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -2,804.00 laptop replacement #9676873
May 2015	164	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,739.00
May 2015	164	05142600	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,739.00
May 2015	169	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,192.00 camera replacement
May 2015	169	01142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -2,192.00 camera replacement
June 2015	8	05132213	5641	TEXTBOOKS	\$ 178.00 F & P READING KITS
June 2015	8	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ -178.00 F & P READING KITS
June 2015	10	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ -225.00 MILEAGE MCPADDEN, LASSEN
June 2015	10	05132212	5580	STAFF TRAVEL	\$ 225.00 MILEAGE MCPADDEN, LASSEN
June 2015	52	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ -300.00 Conferences and Catering
June 2015	52	05132212	5590	OTHER PURCHASED SERVICES	\$ 200.00 CHARTWELLS Catering
June 2015	52	05132212	5581	TRAVEL - CONFERENCES	\$ 100.00 CONFERENCES
June 2015	55	04132190	5611	INSTRUCTIONAL SUPPLIES	\$ 33.00 WATERPROOF IPAD CASE PER IEP
June 2015	55	04132190	5642	LIBRARY BOOKS & PERIODICALS	\$ -33.00 WATERPROOF IPAD CASE PER IEP
June 2015	78	04126116	5510	PUPIL TRANSPORTATION	\$ 2,500.00 COMMUNITY / JOB TRANSPORT
June 2015	78	04126130	5510	PUPIL TRANSPORTATION	\$ -2,500.00 COMMUNITY / JOB TRANSPORT
June 2015	79	04121203	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,400.00 TRANSITION CLASS EQUIPMENT
June 2015	79	04121203	5730	EQUIPMENT - NEW	\$ 1,400.00 TRANSITION CLASS EQUIPMENT
June 2015	80	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ 427.00 OT SUPPLIES PER IEP
June 2015	80	04132190	5590	OTHER PURCHASED SERVICES	\$ -427.00 OT SUPPLIES PER IEP
June 2015	82	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ -100.00 STAFF TRAVEL
June 2015	82	05132212	5580	STAFF TRAVEL	\$ 100.00 STAFF TRAVEL
June 2015	128	04132140	5810	DUES & FEES	\$ -128.00 A SCHOOL SUPPLIES
June 2015	128	04121201	5690	OTHER SUPPLIES	\$ 128.00 A SCHOOL SUPPLIES
June 2015	212	01142600	5410	UTILITIES, EXCLUDING HEAT	\$ 316.00 propane delivery
June 2015	212	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -316.00 propane delivery
June 2015	218	01113202	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,221.00 Fence repairs at the hs
June 2015	218	02113202	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,221.00 Fence repairs at the hs
June 2015	218	03113202	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,442.00 Fence repairs at the hs
June 2015	222	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,000.00 Kiln repair

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June 2015	222	03111001	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,000.00 Kiln repair
June 2015	227	02142600	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ -750.00 stairwell
June 2015	227	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -819.00 stairwell
June 2015	227	01142600	5440	RENTALS-LAND,BLDG, EQUIPMENT	\$ -750.00 stairwell
June 2015	227	03142600	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ -100.00 stairwell
June 2015	227	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,419.00 stairwell
June 2015	228	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 1,275.00 asphalt
June 2015	228	03142600	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ -820.00 asphalt
June 2015	228	05142600	5690	OTHER SUPPLIES	\$ -55.00 asphalt
June 2015	228	05142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -400.00 asphalt
June 2015	251	04126111	5560	TUITION EXPENSE	\$ -600.00 TRANSITION CLASS - DISHWASHER
June 2015	251	04121203	5730	EQUIPMENT - NEW	\$ 600.00 TRANSITION CLASS - DISHWASHER
June 2015	258	04122151	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -750.00 DM RECEIVER HEARING IMPAIRED
June 2015	258	04122151	5690	OTHER SUPPLIES	\$ 1,005.00 DM RECEIVER HEARING IMPAIRED
June 2015	258	04126111	5560	TUITION EXPENSE	\$ -255.00 DM RECEIVER HEARING IMPAIRED
June 2015	267	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,346.00 Chiller valves
June 2015	267	03132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -416.00 Chiller valves
June 2015	267	01111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -70.00 Chiller valves
June 2015	267	02111016	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -264.00 Chiller valves
June 2015	267	05142350	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,596.00 Chiller valves
June 2015	362	05142350	5580	STAFF TRAVEL	\$ 3.00 EOY BUDGET ADJUSTMENTS
June 2015	362	05142350	5580	STAFF TRAVEL	\$ 5.00 EOY BUDGET ADJUSTMENTS
June 2015	362	05142600	5580	STAFF TRAVEL	\$ 636.00 EOY BUDGET ADJUSTMENTS
June 2015	362	05152512	5111	CERTIFIED SALARIES	\$ 853.00 EOY BUDGET ADJUSTMENTS
June 2015	362	05132213	5580	STAFF TRAVEL	\$ 2.00 EOY BUDGET ADJUSTMENTS
June 2015	362	05142310	5690	OTHER SUPPLIES	\$ 184.00 EOY BUDGET ADJUSTMENTS
June 2015	362	05142320	5111	CERTIFIED SALARIES	\$ 1,630.00 EOY BUDGET ADJUSTMENTS
June 2015	362	05142320	5112	CLASSIFIED SALARIES	\$ 1,576.00 EOY BUDGET ADJUSTMENTS
June 2015	362	05132213	5810	DUES & FEES	\$ 129.00 EOY BUDGET ADJUSTMENTS
June 2015	362	05142320	5580	STAFF TRAVEL	\$ 2,245.00 EOY BUDGET ADJUSTMENTS
June 2015	362	05142350	5111	CERTIFIED SALARIES	\$ 1,676.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02111016	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 264.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02113202	5111	CERTIFIED SALARIES	\$ 922.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02111013	5611	INSTRUCTIONAL SUPPLIES	\$ 153.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02132120	5112	CLASSIFIED SALARIES	\$ 1,648.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 20.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 25.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 130.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02111010	5611	INSTRUCTIONAL SUPPLIES	\$ 10.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02111001	5111	CERTIFIED SALARIES	\$ 1.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02111001	5611	INSTRUCTIONAL SUPPLIES	\$ 33.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02111008	5111	CERTIFIED SALARIES	\$ 207.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02142600	5620	OIL USED FOR HEATING	\$ 944.00 EOY BUDGET ADJUSTMENTS
June 2015	362	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ 8.00 EOY BUDGET ADJUSTMENTS
June 2015	362	03111001	5730	EQUIPMENT - NEW	\$ 9.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02132400	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ 51.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02132130	5112	CLASSIFIED SALARIES	\$ 2,462.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02132220	5111	CERTIFIED SALARIES	\$ 219.00 EOY BUDGET ADJUSTMENTS
June 2015	362	02142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,391.00 EOY BUDGET ADJUSTMENTS
June 2015	362	01111008	5111	CERTIFIED SALARIES	\$ 173.00 EOY BUDGET ADJUSTMENTS
June 2015	362	01111010	5611	INSTRUCTIONAL SUPPLIES	\$ 69.00 EOY BUDGET ADJUSTMENTS
June 2015	362	01111011	5111	CERTIFIED SALARIES	\$ 191.00 EOY BUDGET ADJUSTMENTS
June 2015	362	01111013	5611	INSTRUCTIONAL SUPPLIES	\$ 19.00 EOY BUDGET ADJUSTMENTS
June 2015	362	01111008	5611	INSTRUCTIONAL SUPPLIES	\$ 11.00 EOY BUDGET ADJUSTMENTS
June 2015	362	01132120	5112	CLASSIFIED SALARIES	\$ 539.00 EOY BUDGET ADJUSTMENTS
June 2015	362	01132220	5112	CLASSIFIED SALARIES	\$ 384.00 EOY BUDGET ADJUSTMENTS

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
June 2015	362	01132220	5690 OTHER SUPPLIES	\$ 12.00	EOY BUDGET ADJUSTMENTS
June 2015	362	01132400	5111 CERTIFIED SALARIES	\$ 2,682.00	EOY BUDGET ADJUSTMENTS
June 2015	362	01132400	5112 CLASSIFIED SALARIES	\$ 111.00	EOY BUDGET ADJUSTMENTS
June 2015	362	01142600	5410 UTILITIES, EXCLUDING HEAT	\$ 1,037.00	EOY BUDGET ADJUSTMENTS
June 2015	362	01132400	5580 STAFF TRAVEL	\$ 452.00	EOY BUDGET ADJUSTMENTS
June 2015	362	01142219	5690 OTHER SUPPLIES	\$ 52.00	EOY BUDGET ADJUSTMENTS
June 2015	362	01132400	5590 OTHER PURCHASED SERVICES	\$ 292.00	EOY BUDGET ADJUSTMENTS
June 2015	362	01132400	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 75.00	EOY BUDGET ADJUSTMENTS
June 2015	362	01132400	5550 COMMUNICATIONS: TEL,POST,ETC.	\$ 25.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ 115.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03142600	5410 UTILITIES, EXCLUDING HEAT	\$ 676.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 1,423.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03142600	5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ 294.00	EOY BUDGET ADJUSTMENTS
June 2015	362	04126110	5560 TUITION EXPENSE	\$ 743.00	EOY BUDGET ADJUSTMENTS
June 2015	362	04132190	5580 STAFF TRAVEL	\$ 543.00	EOY BUDGET ADJUSTMENTS
June 2015	362	05132212	5111 CERTIFIED SALARIES	\$ 862.00	EOY BUDGET ADJUSTMENTS
June 2015	362	04132120	5112 CLASSIFIED SALARIES	\$ 1,408.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03113202	5590 OTHER PURCHASED SERVICES	\$ 453.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03113202	5690 OTHER SUPPLIES	\$ 337.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03111014	5111 CERTIFIED SALARIES	\$ 2,834.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03111016	5611 INSTRUCTIONAL SUPPLIES	\$ 5.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03132130	5112 CLASSIFIED SALARIES	\$ 989.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03132120	5581 TRAVEL - CONFERENCES	\$ 101.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03132220	5690 OTHER SUPPLIES	\$ 550.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03111010	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 218.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03111007	5611 INSTRUCTIONAL SUPPLIES	\$ 358.00	EOY BUDGET ADJUSTMENTS
June 2015	362	03111008	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 5.00	EOY BUDGET ADJUSTMENTS
June 2015	386	05152512	5283 RETIREMENT SICK LEAVE-CLASS	\$ -2,817.00	EOY BUDGET ADJUSTMENTS
June 2015	387	04122151	5690 OTHER SUPPLIES	\$ 20.00	EOY Budget Adjustments
June 2015	387	01132400	5690 OTHER SUPPLIES	\$ 235.00	EOY Budget Adjustments
June 2015	387	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -255.00	EOY Budget Adjustments

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

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
2016-JUL	64	01-03-132220-5690 OTHER SUPPLIES	(275.00)	EASYBIB LICENSE
2016-JUL	64	01-05-14-2350-5690 OTHER SUPPLIES	275.00	EASYBIB LICENSE
2016-JUL	65	01-03-13-2220-5642 LIBRARY BOOKS	(300.00)	DATABASES
2016-JUL	65	01-03-13-2220-5690 OTHER SUPPLIES	300.00	DATABASES
2016-JUL	65	01-03-13-2220-5810 DUES & FEES	(319.00)	DATABASES
2016-JUL	65	01-03-13-2220-5690 OTHER SUPPLIES	319.00	DATABASES

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany . Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



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

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

To: Charles S. Dumais, Ed.D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Budget Transfers of \$3,000 or More – 2014-2015
Date: August 5, 2015

Heat Exchanger at Amity Regional High School:

If the Amity Board of Education wants to proceed to purchase and install a heat exchanger at Amity Regional High School, funds will need to be transferred into the Reserve Fund for Capital and Nonrecurring Expenses. We have an estimated cost of \$400,000. There may be incentives, rebates and an interest-free loan from UIL Holdings Corporation; however, there is no way to know what the actual net cost will be at this time. If the District does not need to use all of these funds for the designated purpose, the unused funds can be returned to the Member Towns.

Michael Stein of UIL Holdings Corporation, Ben Toby of FuelCell Energy and Director of Facilities Jim Saisa estimated an annual cost savings of \$75,000. Without any incentives or rebates, the payback period is 5.3 years. Obviously, we will be working with UIL Holdings Corporation to obtain incentives, rebates and an interest-free loan.

1. Last August 2014, the Amity Board of Education transferred **\$57,950** into the Reserve Fund for Capital and Nonrecurring Expenses for the purpose of conducting an engineering study for fuel cell waste heat use at Amity Regional High School. FuelCell Energy plans to do the engineering work so the District can use these funds to purchase and install a heat exchanger at Amity Regional High School.

Move to change the purpose of the \$57,950 in the Reserve Fund for Capital and Nonrecurring Expenses from 'Engineering study for fuel cell waste heat use at Amity Regional High School' to 'Purchase and installation of heat exchanger at Amity Regional High School'.

2. At the May 2015 meeting, the Amity Board of Education transferred the remaining amount in the Contingency Account of **\$105,260** into Reserve Fund for Capital and Nonrecurring Expenses for the purpose of purchasing and installing a heat exchanger at Amity Regional High School.

No action required.

Budget Transfers of \$3,000 or More – **2014-2015**

August 5, 2015

Page 2

3. I recommend the Amity Board of Education transfer **\$236,790** into Reserve Fund for Capital and Nonrecurring Expenses for the purpose of purchasing and installing a heat exchanger at Amity Regional High School.

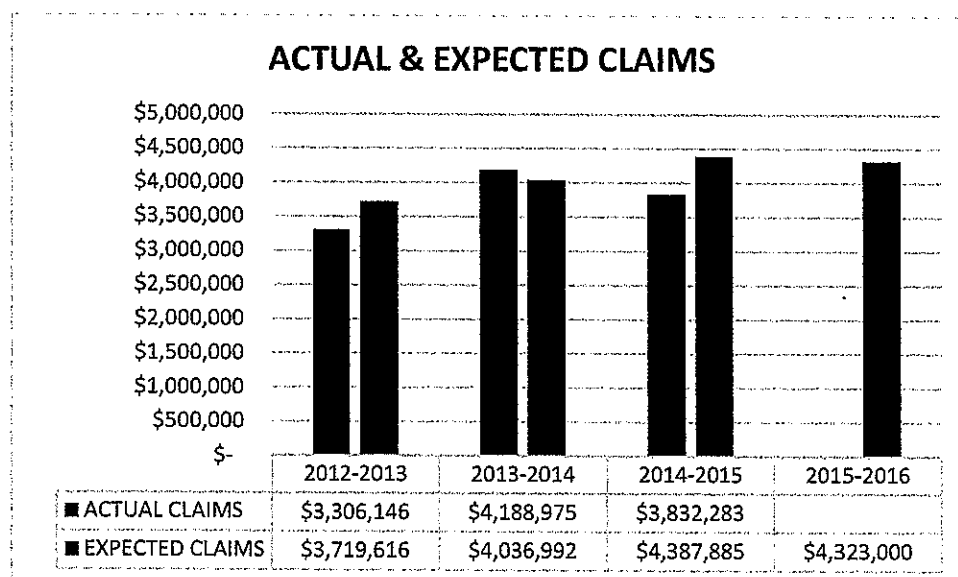
Move to make the following budget transfer of \$236,790 into the Reserve Fund for Capital and Nonrecurring Expenditures and designate these funds for the purchase and installation of a heat exchanger at Amity Regional High School.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
TBD	TBD (See Note below)	\$236,790	
05-15-0000-5856	Transfer Account		\$236,790

Note: The Director of Finance and Administration will take the available funds from various accounts.

Medical, Dental and Prescription Drug Claims:

For the past three fiscal years under the District's self-insured plan, actual claims for current employees and retirees have ranged from a low of 87.3 percent in 2014-2015 to a high of 103.8 percent in 2013-2014. The District's aggregate stop-loss is 120 percent. Thus, a 'bad claims year' would have an actual claims to expected claims ratio close to, at, or over 120 percent. We have not yet had a 'bad claims year'.

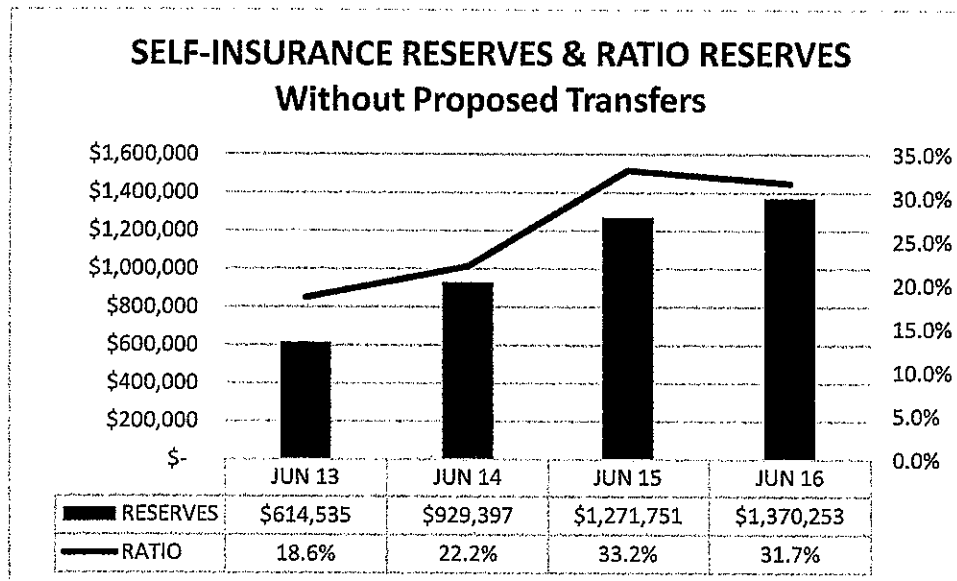


ACTUAL CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

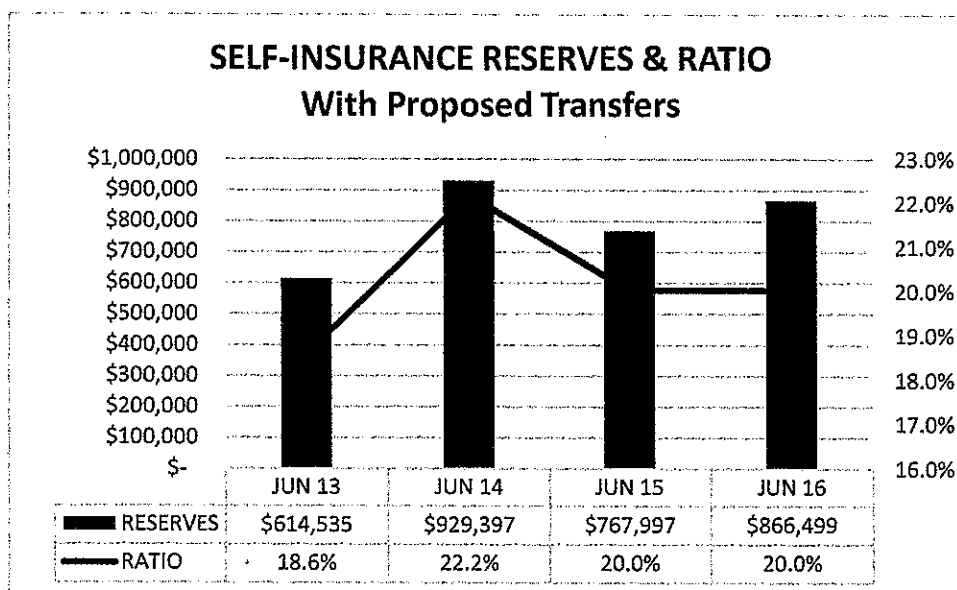
2012-2013	2013-2014	2014-2015
88.9%	103.8%	87.3%

Self-Insurance Reserve Fund:

Actual claims experience has been significantly below expected claims. The Self-Insurance Reserve Fund balance on June 30, 2015, is \$1,271,751 or a reserve ratio of 33.2 percent, and a projected reserve balance on June 30, 2016 of \$1,370,253 or a reserve ratio of 31.7 percent.



The forecast includes two budget transfer requests to use \$351,515 of the Medical & Dental Insurance budget to 'fully fund' (i.e., Actual Required Contribution less Expected Benefits Payments) the OPEB Trust for 2014-2015 and 2015-2016. We do not have a budget for OPEB Trust in 2014-2015 or 2015-2016. **With these budget transfers, the reserves to claims ratio is 20.0 percent on June 30, 2015 and June 30, 2016.**



Budget Transfers of \$3,000 or More – 2014-2015

August 5, 2015

Page 4

OPEB Trust:

Timothy A. Ryor, Senior Vice President & Consulting Actuary of Hooker & Holcombe, Inc. was asked what amounts would 'fully fund' the OPEB Trust for 2014-2015 and 2015-2016. He replied \$199,411 to 'fully fund' (i.e., Actual Required Contribution less Expected Benefits Payments) the OPEB Trust for 2014-2015; and \$152,104 to 'fully fund' (i.e., Actual Required Contribution less Expected Benefits Payments) the OPEB Trust for 2015-2016. There is no budget for the OPEB Trust in 2014-2015 and 2015-2016.

The footnote in the Audited Financial Statements depicts the annual contribution, annual OPEB Cost, Percent Contributed, and Net OPEB Obligations (cumulative total). A historical chart is provided below:

OPEB TRUST FUND
As Reported in Audited Financial Statements

<u>Fiscal Year</u>	<u>Annual Contribution</u>	<u>Annual OPEB Cost</u>	<u>Percent Contributed</u>	<u>Net OPEB Obligations</u>
2007-2008	\$ 530,946	\$ 530,946	100.0%	\$ 0
2008-2009	\$ 546,294	\$ 546,294	100.0%	\$ 0
2009-2010	\$ 610,582	\$ 610,582	100.0%	\$ 0
2010-2011	\$ 373,757	\$ 591,798	63.2%	(\$ 218,041)
2011-2012	\$ 376,753	\$ 592,206	63.6%	(\$ 433,494)
2012-2013	\$ 413,627	\$ 594,786	69.5%	(\$ 614,653)
2013-2014	\$ 55,265	\$ 528,939	10.4%	(\$1,088,327)

Financial reporting requirements will be changing so that the OPEB Trust Fund will be treated similar to the Pension Plan. This will change the emphasis to the 'fiduciary net position as a percentage of the total OPEB liability'. For example, the unfunded actuarial accrued liability as of July 1, 2014, was \$3,916,035 and the total assets was \$1,281,787. Thus, the fiduciary net position as a percentage of the total OPEB liability on June 30, 2014 was 32.7 percent. This is much higher than many other school districts and municipalities, some of which do not have an OPEB Trust fund. The recommended budget transfers totaling \$351,515 into the OPEB Trust will help improve the level of funding.

The recommended budget transfer below would 'fully fund' (i.e., Actual Required Contribution less Expected Benefits Payments) the OPEB Trust for 2014-2015:

Move to make the following budget transfer of \$199,411 from Medical & Dental Insurance for purpose of putting the funds into the OPEB Trust:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-2512-5255	Medical & Dental Insurance	\$199,411	
05-15-0000-5860	OPEB Trust		\$199,411

Budget Transfers of \$3,000 or More – **2014-2015**

August 5, 2015

Page 5

The recommended budget transfer below would 'fully fund' (i.e., Actual Required Contribution less Expected Benefits Payments) the OPEB Trust for 2015-2016:

Move to make the following budget transfer of \$152,104 from Medical & Dental Insurance for purpose of putting the funds into the OPEB Trust:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-2512-5255	Medical & Dental Insurance	\$152,104	
05-15-0000-5860	OPEB Trust		\$152,104

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



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

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

To: Charles S. Dumais, Ed.D., Superintendent of Schools

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

Re: Budget Transfers of \$3,000 or More – 2015-2016

Date: July 31, 2015

Natural Gas for Amity Middle School – Orange Campus:

With the installation of the natural gas lines, we can now use natural gas instead of heating oil at a significant savings. We are requesting a budget transfer of funds from Oil Used for Heating to Natural Gas.

Move to make the following budget transfer of \$28,648 to purchase natural gas for Amity Middle School – Orange Campus.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
02-14-2600-5620	Oil Used for Heating	\$28,648	
02-14-2600-5621	Natural Gas		\$28,648

Instruction

Statewide Proficiency/Mastery Examinations

Each student enrolled in grades seven and eight inclusive and grade ten or eleven shall take a statewide mastery examination (measuring whether or not a student has mastered essential grade level skills in reading, language arts and mathematics). Each student enrolled in grade eight, ten or eleven shall annually take a state approved mastery examination in science. The mastery examination shall be provided by and administered under the supervision of the State Board of Education.

Note: Students in Connecticut participate in the designated state mastery assessments in English, language arts, literacy and mathematics in grades seven and eight inclusive and grade eleven. In science, students participate in the state approved assessment in grades eight and ten.

Student scores on each component of the statewide tenth or eleventh grade state assessment may be included on the permanent record and transcripts of students. Students who meet or exceed the statewide mastery goal on any component of the statewide mastery examination, shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for each such component. Each tenth or eleventh grade student who has not met the mastery goal level on each component of the mastery examination may annually take or retake each such component at its regular administration until the student scores at or above each goal level or until the student graduates or turns twenty-one (21).

The school district does not require achievement of a satisfactory score on the statewide proficiency examination or statewide mastery examination, or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

Any state approved alternate assessment of students enrolled in special education, shall be available only to those students with significant cognitive disabilities. Students with significant cognitive disabilities in grades seven through eight and eleven shall be assessed with the Connecticut Alternative Assessment in English/language arts and mathematics. In science, eligible students with significant cognitive disabilities shall be assessed with the state approved alternative assessment in grades eight and ten. In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.

The participation goal will be in compliance with the federal legislation standard for the total school population, as well as for each subgroup (e.g. race/ethnicity, gender, special education, bilingual/ESL, eligibility for free and reduced lunch), will be the participation goal.

Instruction

Statewide Proficiency/Mastery Examinations

(cf. 5121 - Examination/Grading/Rating)
(cf. 5125 – Student Records; Confidentiality)
(cf. 6146 - Graduation Requirements)
(cf. 6162.31 - Test Exclusion)

Legal Reference: Connecticut General Statutes

10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by PA 03-174 and PA 03-168)

10-14o Compensatory education grant. Financial statement of expenditures.

10-14p Reports by local and regional boards re instructional improvement and student progress.

10-14q Exceptions (as amended by PA 01-205)

PL 107-110 – Title I, 34 CFR Part 200

Instruction

Statewide Proficiency/Mastery Examinations

Each student enrolled in grades seven and eight inclusive and grade ten or eleven shall take a statewide mastery examination (measuring whether or not a student has mastered essential grade level skills in reading, language arts and mathematics). ~~Science shall be added to the examination in the 2007-2008 school year.~~ Each student enrolled in grade eight, ten or eleven shall annually take a state approved mastery examination in science. The mastery examination shall be provided by and administered under the supervision of the State Board of Education.

Note: Students in Connecticut participate in the state mastery assessments in English, language arts, literacy and mathematics in grades seven and eight inclusive and grade eleven. In science, students participate in the Science CMT state approved assessment in grade eight and the science CAPT in grade ten.

Student scores on each component of the statewide tenth or eleventh grade ~~mastery test (CAPT) state assessment~~ may/shall be included on the permanent record and transcripts of students. Students who meet or exceed the statewide mastery goal on any component of the statewide ~~tenth-grade~~ mastery examination, shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for each such component. ~~A student~~ Each tenth or eleventh grade student who has not met the mastery goal level on each component of the mastery examination may annually take or retake each such component at its regular administration until the student scores at or above each goal level or until the student graduates or turns twenty-one (21).

The school district ~~may~~ does not require achievement of a satisfactory score on the statewide proficiency examination or statewide mastery examination, or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

Any state approved alternate assessment, ~~including the CMT/CAPT Skills Checklist~~, of students enrolled in special education, shall be available only to those students with significant cognitive disabilities. Students with significant cognitive disabilities in grades seven through eight and eleven shall be assessed with the Connecticut Alternative Assessment in English/language arts and mathematics. In science, eligible students with significant cognitive disabilities shall be assessed with the CMT/CAPT Skills Checklist the state approved alternative assessment in grades eight and ten. In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.

~~In compliance with federal legislation, a participation standard of 95 percent~~ The participation goal will be in compliance with the federal legislation standard for of the total school population, as well as for each subgroup (e.g. race/ethnicity, gender, special education, bilingual/ESL, eligibility for free and reduced lunch). ~~will be the participation goal.~~

(cf. 5121 - Examination/Grading/Rating)
(cf. 5125 – Student Records; Confidentiality)
(cf. 6146 - Graduation Requirements)
(cf. 6162.31 - Test Exclusion)

6146.2(b)

Instruction

Statewide Proficiency/Mastery Examinations (continued)

Legal Reference: Connecticut General Statutes

10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by PA 03-174 and PA 03-168)

10-14o Compensatory education grant. Financial statement of expenditures.

10-14p Reports by local and regional boards re instructional improvement and student progress.

10-14q Exceptions (as amended by PA 01-205)

PL 107-110 – Title I, 34 CFR Part 200

Policy adopted: ~~August 13, 2007~~ AMITY REGIONAL SCHOOL DISTRICT NO. 5

Community / School Relations New Construction

Naming of Amity Regional School District #5 No. 5 Facilities

Introduction

State law invests the ownership and responsibility for all Amity property in the Board of Education.

I. Purpose

This policy establishes a process and criteria for the consideration of requests to the Amity Regional Board of Education for the naming/renaming of District facilities or parts thereof, including rooms or small clusters of rooms, wings, other parts of the buildings, grounds and athletic facilities. The Superintendent will maintain a record of all requests and naming actions undertaken by the Board.

II. Responsibilities of the Amity Board of Education

It shall be the responsibility of the Amity Regional Board of Education to select names for all facilities and to authorize naming of school facilities and grounds to honor individuals or groups. The Board will solicit input from the community prior to naming facilities; however, final decisions on the naming of grounds, facilities and areas within facilities lies entirely with the Amity Regional Board of Education.

III. General Criteria

Facility naming shall be considered in cases when it has been recommended to honor a person or organization providing exemplary services or contributions to and having an affiliation with Amity Regional School District No. 5.

IV. Specific Criteria

Recommendations must meet the following specific criteria:

The individual(s) or group(s) recommended must have:

- a. Significantly enhanced the experience of Amity students in the area(s) Academics, Arts or Athletics.
- b. Made outstanding contributions to the heritage of the Amity Regional School District.
- c. Made contributions which will remain memorable long beyond the lifetime of those who propose the name.
- d. Significant community support.
- e. Length of service to Amity Community.

Community / School Relations New Construction

Naming of Amity Regional School District #5 No. 5 Facilities

Historical perspective should be exercised before proposing name(s).
Nominations whose claims are parochial, of recent date and untested by the passage of time, or based on personal enthusiasm should be avoided.

V. Naming of Facilities

Requests to attach a name to an aspect of the Amity Regional School District No. 5 facility shall be made in writing to the Superintendent of Schools. Requests must include the following:

- a. Rationale for the request with documentation supporting IV above.
- b. Specific aspect of the facility to be named: Requests should be consistent with an individual's contribution to Amity. For example, if the outstanding individual had been an exemplary science teacher, an appropriate request would be to name an aspect of the science wing.

Upon receipt of a completed request, the Superintendent will contact an existing family member or an appropriate contact for the namesake to discuss the request and seek approval.

The Superintendent will consult with appropriate members of the faculty and community to ascertain the level of support for the naming request.

When the Superintendent determines that the request is qualified, a meeting of the Facilities Committee will be convened to consider the request. It is within the sole discretion of the Facilities Committee to determine if the request should be recommended to the Amity Regional Board of Education for consideration.

VI. Board of Education Consideration

In cases where the Facilities Committee makes such recommendation, the Board will consider the recommendation during no less than two public meetings in order to provide sufficient notice to the community of their consideration.

If the Board acts favorably upon the recommendation of the Facilities Committee, the facility naming will be enacted by the Superintendent with a naming ceremony, including placement of an appropriate plaque identifying the individual's or group's unique contribution to Amity.

The Board of Education shall retain its authority to name or rename a facility of the school district notwithstanding any action or lack thereof of the Facilities Committee.

Community / School Relations New Construction

Naming of Amity Regional School District #5 No. 5 Facilities

VII. Renaming of Facilities

In most instances, naming approved by the Board of Education will remain in existence during the useful life of the facility. The Board has no obligation to continue a name in cases where there has been demolition or movement of a named facility. New naming requests would be open in such cases.

In the sole discretion of the Board, it may consider a request to rename a facility. There may also be instances when requests are made to name individual units within named facilities. For example, the media center may be named for an individual who met criteria outlined in IV above, but an appropriate request may be made to name a smaller unit within the center. If criteria outlined in IV above are met, the Superintendent would follow all steps outlined in V above before bringing such a request to the Facilities Committee for consideration.

In cases of renaming or naming of units within already-named facilities, if approved by the Board of Education, the Superintendent will enact the naming with a ceremony, including placement of a plaque identifying the individual's or group's unique contribution to Amity.

References:

Policy on Naming of Facilities and other Assets of the University of Tennessee
rev. 2/27/2009

Policy for Naming Facilities University of Nebraska - Lincoln 10/1/1990

Policy for Naming, Dedication, Sponsorship of City Facilities and Acceptance of
Donations, City of Vacaville, CA 1/27/2009

Naming Public School Facilities, Northampton, Massachusetts Public Schools
3/13/2003

Naming of School Facilities and Dedicating Areas of School Facilities or
Grounds, Fairfax County Public Schools 11/17/2008

Community / School Relations New Construction**Naming of Amity Regional School District #5 No. 5 Facilities****REQUEST TO NAME / RENAME******* PLEASE PRINT *******Name of person/group making request:** _____**Contact Name:** _____**Last****First****Contact Number(s):** _____**Name Request:** _____**Significant contributions:** _____

(use additional sheet is more space required)**Rationale for request (based on criteria in section IV of Policy 1331 – Naming of Amity****Regional School District No. 5 Facilities):** _____

(use additional sheet is more space required)**Signature:** _____**Date:** _____**Received in Superintendent's Office:** _____**Board Action:** _____ **Approved** _____ **Not Approved** **Date:** _____

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



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

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

TO: Amity Board of Education Members
FROM: Charles Dumais, Ed.D., Superintendent
DATE: August 5, 2015
RE: CABA Committee Structure Recommendations

The Amity Policy Committee has been discussing policies and bylaws regarding quorum, voting, committee structure, and the timing of establishing committees. At the last meeting, I was asked to collect information on the four items below. We engaged Connecticut Association of Boards of Education (CABE) policy expert Vin Mustaro in developing the following responses.

1. **Limitations on Committee Size:** CABE's recommendation for committee size is that no committee should establish a quorum of the entire Board. If the Chair of the Board is to be considered a voting member of the committee, then the total size of the committee, including the Chair, should not exceed the number required to establish a quorum.
2. **Role of the Chair in Establishing a Quorum and Voting:** CABE's recommendation is that the Chair be considered in the determination of a quorum and be permitted to vote on committees.
3. **Limitations on Voting Size of Committee:** If CABE's recommendation that the Chair be considered in establishing a quorum, voting size and quorum size would be the same.
4. **Timing of Establishing Committees:** Since Amity's member towns have election dates that are not the same, CABE's recommendation is that committee membership be established at the meeting at which officers are elected or at the meeting immediately following the election of officers.

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

Personnel Committee	6/4/15
Policy Committee	6/4/15
Finance Committee	6/8/15
Policy Committee	6/29/15

MINUTES

COMMITTEE MEMBERS PRESENT: Ms. Sue Cohen (chair), Mr. William Blake, Ms. Patricia Cardozo, Ms. Tracy Lane Russo and Ms. Sheila McCreven

COMMITTEE MEMBERS ABSENT: Mr. James Horwitz and Mr. James Stirling.

Staff members present: Dr. Charles Dumais. **Also present:** Mrs. Ruth Natzel

A meeting of the Personnel Committee of the Amity Regional Board of Education (BOE) was held on Thursday, June 04, 2015 at 5:30 pm in the Superintendent's conference room at the District Offices.

1. **Call to Order:** Chairman Sue Cohen called the meeting to order at 5:40 pm.

Dr. Dumais gave an overview of the goals and the selection process for the new principal of Amity Regional High School. Three semi-finalists were selected and each one spent time with various Amity administrative personnel and then had lunch together. The final candidate was the best fit in terms of style and the needs of the staff of the school.

A motion was made by Ms. Russo, seconded by Ms. Cardozo, that the meeting move into executive session at 5:40 pm, and include Dr. Dumais, for the purpose of introducing the final candidate for the position of Amity Regional High School principal to the Committee..

Vote unanimous

Motion carried

2. **Executive session, Amity Regional High School principal**

Mr. Blake arrived at 5:50 pm and joined the executive session in process. The meeting adjourned from executive session at 6:22 pm.

Motion was made by Ms. Cardozo, seconded by Mr. Blake, to recommend the final candidate for the position of Amity High School Principal to the full Board of Education at the next meeting.

Vote unanimous

Motion carried

3. **Report on non-union insurance rates**

Dr. Dumais explained the difference between the union and non-union insurance plans and the move to the HSA plan. He also reported on negotiations with the various bargaining units and the non-union administrative staff.

4. **Report on Human Resources review progress**

Dr. Dumais reported that an attorney has reviewed the current Amity job application and a report will be available in the next few months.

5. **Adjournment**

Motion by Mr. Blake, second by Ms. Russo to adjourn at 6:39 pm.

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

COMMITTEE MEMBERS PRESENT: Mr. Christopher Browe, Ms. Sue Cohen (co-chair), Ms. Diane Crocco, Mr. Tom Hurley (co-chair) and Ms. Sheila McCreven.

COMMITTEE MEMBERS ABSENT: Ms. Rita Gedansky.

Staff members present: Dr. Charles Dumais, Ms. Jill Laplante and Ms. Anna Mahon.

Also present: Mrs. Ruth Natzel.

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on Thursday, June 04, 2015 at 6:30 pm in the Presentation Room at the Amity District Offices.

1. **Call to Order:** Chairman Mr. Hurley called the meeting to order at 6:41 pm.

2. **Discussion and possible action on Policy 6146.1 revision**

Dr. Dumais explained the policy with the revision (enclosure). The weighted and unweighted tables were discussed and corrections were made. The correct information will be included in the Board of Education packet for the meeting of Monday, June 8th.

Mr. Browe arrived at 6:45 pm

Motion by Ms. Crocco, second by Ms. Cohen to recommend the corrected version of Policy 6146.1 be adopted by the full Board.

Vote unanimous

Motion carried

3. **Discussion and possible action on Policy 6146.2.**

Dr. Dumais mentioned that the State of Connecticut legislature has recommended using only the Scholastic Aptitude Test (SAT) instead of the Smarter Balanced Assessment Consortium (SBAC). The language of the current policy encompasses whatever will eventually come down from the State of Connecticut.

Motion by Ms. Mc Creven, second by Ms. Cohen to bring Policy 6146.2 before the full Board for a first reading.

There was further discussion regarding whether or not teachers, under this policy, can speak to parents or students regarding the testing covered by this policy. There was discussion regarding some of the policy language and changes were made.

Motion by Ms. Mc Creven, second by Ms. Cohen to bring Policy 6146.2 as amended before the full Board for a first reading.

Vote unanimous

Motion carried

4. **Discussion and possible action on Policy 6146 - revision**

Ms. Laplante and Ms. Mahan presented the changes that have been made in this policy. Various points and portions of language were discussed; changes were made.

Motion by Mr. Browe, second by Ms. Crocco to recommend the corrected version of Policy 6146 to the full Board for a second reading.

Further discussion took place and changes were made.

Motion by Mr. Browe, second by Ms. Crocco to recommend the corrected version of Policy 6146 to the full Board for a second reading as amended.

5. Adjourn

Motion made by Ms. Crocco, second by Mr. Browe to adjourn at 7:55 pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

COMMITTEE MEMBERS PRESENT: Chairman James Stirling, Ms. Diane Crocco, Mr. Matt Giglietti, Mr. John Grasso, Mr. James Horwitz, and Mr. Joseph Nuzzo.

COMMITTEE MEMBERS ABSENT: None.

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

Also present: Mrs. Ruth Natzel

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, June 08, 2015 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 - May 11, 2015

Motion by Mr. Giglietti,, 2nd by Ms. Crocco to accept the minutes as submitted.

Vote unanimous (Mr. Nuzzo abstained)

Motion carried

3. **Public comment** - none

4. **Status report on Board goal: Fostering a district cultures of maximizing cost savings and efficiencies (enclosure)**

Mr. Levine spoke about the successful effort by administration in changing the culture district-wide regarding cost saving and efficiencies, in the amount of approximately \$100,000.

Mr. Stirling noted that Mr. Levine is receiving the Connecticut Quality Improvement Award for best practices in non-profits and congratulated him on behalf of the Committee.

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

A. Student athletic insurance

Motion by Mr. Giglietti, second by Mr. Grasso to award the Student Accident Insurance for the 2015-2016 school year to Abbate Insurance Associates of New Haven, Connecticut for the quoted price of \$28,792.00, which includes Catastrophic Accident Insurance. There are 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.

Vote unanimous

Motion carried

B. Asphalt repairs

Motion by Ms. Crocco, second by Mr. Grasso to award asphalt repair services, as needed by the District, to Greenway Industries of Danbury, Connecticut for July 1, 2015 to June 30, 2016 at the bid prices of \$3.00 per square foot for repairs of 3,000 square feet and above; \$3.50 per square foot for 1,000 to 3,000 square feet; and \$5.50 per square foot for under 1,000 square feet. The Board reserves the right to cancel the contract if Greenway Industries of Danbury, Connecticut fails to perform in a satisfactory manner.

Vote unanimous

Motion carried

C. Trash and recycling removal services

Motion by Mr. Giglietti, second by Mr. Nuzzo to award the trash and recycling removal service to All American Waste LLC of New Haven, Connecticut for a three-year contract at the bid price of \$115,844.94, not including extra charges for additional pick-ups. The annual payment will be \$38,614.98, not including extra charges for additional pick-ups. The Board reserves the right to cancel the contract if All American Waste of New Haven, Connecticut fails to perform in a satisfactory manner.

Vote unanimous

Motion carried

D. Stop-Loss program

Motion by Mr. Nuzzo, second by Mr. Grasso to authorize the Superintendent of Schools to enter into an agreement with the School District Stop Loss Purchasing Group for 2015-2016 if the terms and conditions are favorable to the District. The Superintendent of Schools is authorized to enter into an agreement with Anthem for the District's Stop-Loss Insurance if School District Stop Loss Purchasing Group does not provide terms and conditions favorable to the District. The Superintendent of Schools may request the Board extend the contract or agreement up to two additional years without bidding.

E. Conversion of boilers and hot water boiler to natural gas at Amity Middle School – Orange campus (attachment).

Motion by Ms. Crocco, second by Mr. Nuzzo, to award the project of converting the boilers and domestic hot water boiler from oil to natural gas at Amity Middle School – Orange Campus to SK Mechanical, LLC of Manchester, Connecticut for the bid price of \$60,495.

Mr. Horwitz arrived at 5:45 pm

It should be noted that the 2015-2016 budget includes \$56,100 for this project based on information available in the summer of 2014. This leaves a shortfall of \$4,395.

*Motion by Mr. Grasso, second by Ms. Crocco to make the following budget transfer to the Reserve Fund for Capital and Nonrecurring Expenditures to pay SK Mechanical, LLC, of Manchester, Connecticut, to convert the boilers and domestic hot water boiler from oil to natural gas at Amity Middle School – Orange Campus:
From account number 03-14-2600-5621 Natural Gas, to account number 05-15-000-5856, Transfer account, in the amount of \$4,395.*

Vote unanimous

Motion carried

6. Discussion and possible action on food service operations

A. Update on possible re-bidding requirement

Ms. Lumas gave the Committee an update regarding the possible re-bidding requirement due to Federal and State demands.

B. Discussion and possible vote on extension of contract

Motion by Ms. Crocco, second by Mr. Giglietti, to recommend that the Amity Finance Committee award a one-year contract extension for food service operations for 2015-2016 to Compass Group, USA, Inc. (Chartwells) per the proposed Amendment and the Director of Finance and Administration is authorized to sign the Amendment

Vote 4 in favor, 1 opposed (Mr. Grasso)

Motion carried

C. Discussion and possible vote on increase in lunch prices

Motion by Mr. Giglietti, second by Ms. Crocco to recommend to the Amity Finance Committee to authorize the food service provider to raise lunch prices by 0.10 per Type A meal in all three schools for 2015-2016 and the Director of Finance and Administration is authorized to approve increases in a la carte items.

Vote 4 in favor 1 opposed (Mr.Grasso)

Motion carried

D. Discussion and possible vote on health food certification statement

Motion by Mr. Giglietti, second by Ms. Crocco 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 1, 2015 through June 30, 2016.

and

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.

Vote 4 in favor, 1 opposed (Mr. Grasso)

Motion carried

7. Discussion of monthly financial statements

Mr. Levine discussed and highlighted the monthly financial statement. There was discussion and questions regarding self-insurance budgeted amounts.

8. Discussion of possible uses of year-end fund balance

Mr. Levine highlighted possible needs in his May 30th memo - heat exchanger, medical and dental insurance and repairs and maintenance. If these become necessary, any fund transfers will not be requested until the August 10, 2015 meeting.

9. Director of Finance and Administration-approved transfers under \$3,000

10. Discussion and possible action on budget transfers of \$3,000 or more

A. Fiscal year 2014-2015

Motion by Mr. Giglietti, second by Ms. Crocco to make the following budget transfers (8):

Account number 01-14-2600-5420, Repairs, maintenance and cleaning, to account number 03-14-2600-5420, Repairs, maintenance and cleaning in the amount of \$8,974 for the purposed of installing a new wrestling mat hoist in the small gymnasium at Amity Regional High School.

Account number 02-14-2600-5420 Repairs, maintenance and cleaning, to account number 03-14-2600-5420, Repairs, maintenance and cleaning in the amount of \$3,655 for the purpose of repairing or replacing fencing along the soccer and lacrosse fields at Amity Regional High School

Account number 02-14-2600-5413 Maintenance/custodial supplies, to account number 03-14-2600-5420, Repairs, maintenance and cleaning in the amount of \$3,885 for the purpose of repairing cracks on the tennis courts at Amity Regional High School.

Account number 02-14-2600-5413 Maintenance/custodial supplies, to account number 03-14-2600-5420, Repairs, maintenance and cleaning in the amount of \$8,250 for the purpose of installing a scuttle hatch at Amity Regional High School.

Account number 03-13-2400-5330, Other professional and technical services, to account number 05-14-2510-5730, Equipment-new, in the amount of \$11,313 for the purpose of purchasing five fireproof file cabinets for the District Offices to be used to store confidential personnel files.

Account number 03-13-2400-5330, Other professional and technical services, to account number 01-14-2600-5620, Oil used for heating, in the amount of \$15,912 for the purpose of purchasing 7,200 gallons of heating oil at the daily rate on the date of purchase (estimated at \$2.21 per gallon) for Amity Middle School – Bethany Campus.

Account number 02-14-2600-5420 Repairs, maintenance and cleaning, to account number 03-14-2600-5420, Repairs, maintenance and cleaning in the amount of \$4,218 for the purpose of repairing the elevator at Amity Regional High School.

Vote unanimous

Motion carried

B. Fiscal year 2015-2016

Dr. McPadden explained the need for transferring/reallocating money to cover the cost of purchasing texts and digital resources for Orange Middle School, Bethany Middle School and Amity High School.

Motion by Ms. Crocco, second by Mr. Giglietti to make the following budget transfers: from account numbers 01-11-1009-5641 Texts and digital resources, 02-11-1009-5641 Texts and digital resources and 05-13-2213-5641 Texts and digital resources in the amounts of \$3,073, \$3,073 and \$57 respectively (total of \$6,203), to account number 03-11-1009-5641 Texts and digital resources.

Vote unanimous

Motion carried

11. Other

A. Update on fuel cell and natural gas delivery to Amity Middle School – Orange Campus (enclosure)

Dr. Dumais gave an update on the fuel cell project/UI project. The return on the investment is good as it will begin to pay for itself in 2 years.

Mr. Stirling noted that this is the last Committee meeting for Mr. Horwitz. Mr. Stirling thanked him on behalf of the Committee for his service and stated that his presence will be missed.

12 Adjourn

Motion by Mr. Giglietti, second by Mr. Nuzzo to adjourn at 5:26 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

COMMITTEE MEMBERS PRESENT: Mr. Christopher Browe, Ms. Sue Cohen (co-chair), Ms. Diane Crocco, Ms. Rita Gedansky, Mr. Tom Hurley (co-chair) and Ms. Sheila McCreven, Mr. William Blake (ex officio).

COMMITTEE MEMBERS ABSENT: None.

Staff members present: Dr. Charles Dumais.

Also present: Mrs. Ruth Natzel.

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on June 29, 2015 at 6:30 pm in the presentation room at the Amity District Offices.

1. **Call to Order:** Chair Ms. Cohen called the meeting to order at 6:35 pm.
2. **Discussion and possible action on Amity Policy 1331(a) – Naming of Amity Regional School District No. 5 facilities.**

Dr. Dumais stated that it is his understanding that there is concern about the length of time before a facility is named after someone. (See number IV b through e and following in Policy 1331, attached). There was discussion regarding what needs to be changed in the policy in terms of the waiting period, as well as a question of whether there should be an “unnaming” policy in place.

Motion by Mr. Hurley, 2nd by Mr. Browe to change the number of policy 1331 to number 7551.

Vote unanimous

Motion carried

Motion by Mr. Browe, 2nd by Ms. Gedansky to add a one year waiting period before a facility is named after someone to policy 1331 (7551).

Vote 3 in favor, 3 against

Motion failed

3. **Discussion and possible action on Amity policies addressing quorum, voting rights and committee membership.**

Dr. Dumais explained the concern about the possibility of a quorum of the Board being present at committee meetings and thus creating a situation where Board decisions could be made in committee. He requested a few principles from the Committee so that he can go through the policy further and make more specific recommendations for changes. One proposal is to have all the standing committees with a membership of 5 Board members and the chair; the chair would have full voting rights but would not be counted for purposes of a quorum. Another option is that the chair could also be present at meetings but not have the ability to vote. There was discussion regarding the best way to configure committee membership going forward and what the role of the Board Chair should be.

Motion by Mr. Hurley, 2nd by Ms. Gedansky that standing committee membership be limited to 5 members and the chair; the chair would have full voting rights but would not count as part of the quorum.

Vote 3 in favor, 3 against

Motion failed

Motion by Mr. Browe, 2nd by Ms. Crocco, that committees have 6 members, that the Board Chairman may not make motions, may not vote, and not be included in the number for a quorum.

Discussion continued regarding the difficulty of having a quorum present at some committee meetings, and whether or not the Chairman should be able to vote; it was felt that this should be brought up before the entire Board.

Mr. Browe withdrew his motion. Mr. Browe suggested that the discussion be continued in a larger context and with further information. Mr. Hurley suggested that a special meeting be called to discuss this along with orienting new Board members.

Dr. Dumais and the Committee a list of questions that he can use to re-write the policy. Questions are:

Are there in general limitations on committee size?

What is the generally accepted role of the Board Chair in establishing a quorum for voting?

Are there limitations on the voting size of the committee? Does it, or does it not have to be less than quorum of the full Board?

Can the timing of committee appointments be limited to happening twice yearly?

4. Adjourn

Motion by Mr. Browe, 2nd by Mr. Hurley to adjourn at 8:00 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk