

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

Dr. Charles Dumais
Superintendent of Schools

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AMITY REGIONAL BOARD OF EDUCATION

February 13, 2017

A regular meeting of the Amity Regional Board of Education will be held on Monday, February 13, 2017, at 6:30 p.m. at ***Amity Middle School, Orange Campus, 100 Ohman Ave. Orange.**

***Please note change of location.**

Amended Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Regular BOE Meeting, January 9, 2017 (Enclosure) Pg . 3
 - b. Special BOE Meeting, January 17, 2017 (Enclosure) Pg . 8
4. Public Comment
5. Student Report – Ms. Ananya Kachru
6. Adult & Continuing Education Report – Seth Davis
7. Presentation of Alliance Health Survey Results – Ms. Pam Mautte
8. Presentation and Discussion of, and Possible Action on, Superintendent's Proposed 2017-2018 Budget (Enclosure) Pg . 9
9. Correspondence
10. Superintendent's Report
 - a. Personnel Report (Enclosure) Pg . 15
 - b. Superintendent's Monthly Report (Enclosure) Pg . 16
 - c. Other
11. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CAFE
 3. Curriculum

- 4. Facilities
 - a. Facilities Dept. Monthly Report, January, 2017 (Enclosure) Pg . 20
- 5. Finance
 - a. Discussion and Possible Action on New Funding Requests
 - 1. Aesop and VeriTime (Absence & Substitute Management Software) Pg . 21
 - b. Discussion of Monthly Financial Statements Pg . 23
 - c. Director of Finance and Administration Approved Transfers Under \$3,000 Pg . 50
 - d. Other
 - 1. Planned Budget Presentations to Member Town Boards of Finance
- 6. Policy
 - a. Second Read of the Following Policy Recommendations:
 - 1. New: 9000, 9010
 - 2. As Written: 9125, 9126, 9131, 9132.4, 9270
 - 3. Edited: 9020, 9110, 9120, 9122, 9132, 9222, 9230, 9260
- 7. Personnel
 - a. Discussion of Administrators' Contract – Executive Session
 - b. Vote on Administrators' Contract
- 12. Items for the Next Agenda
- 13. 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.

MINUTES

BOARD MEMBERS PRESENT: Chairman William Blake, Mr. John Belfonti, Ms. Robyn Berke, Mr. Christopher Browe, Ms. Sue Cohen, Mr. Steven DeMaio, Ms. Amy Esposito, Mr. Thomas Hurley, Ms. Tracey Russo, Ms. Sheila McCreven, Mr. James Stirling and Ms. Diane Urbano.

BOARD MEMBERS ABSENT: Ms. Patricia Cardozo.

Staff members present: Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary, Anna Mahon, Dr. E. Marie McPadden, Ms. Mary Raiola, Mr. Jim Saisa and Mr. Derek Wilson.

Also present: Ms. Jennifer Hawkins and Ms. Samantha Thomas and other members of the public.

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, January 09, 2017 at 6:30 pm in the presentation room at the District Offices.

1. Call to Order: Chairman William Blake called the meeting to order at 6:35 pm.

2. Pledge of Allegiance was recited by those present.

3. Approval of minutes.

A. Regular BOE meeting, December 12, 2016 (enclosure)

Motion by Mr. Hurley, 2nd by Ms. McCreven to accept the minutes as submitted.

Three changes were requested on pages 2, 3 and 4 of the minutes.

The Chairman called for a vote on the motion with the changes as stated.

Vote unanimous

Motion carried

Changes were made and minutes were re-submitted

4. Public Comment – none.

5. Student Report

Ms. Ananya Kachru gave an update on events at Amity High School, Amity Middle School Bethany Campus and Amity Middle School Orange Campus over the past month, as well as informing the Board of upcoming events.

6. Acceptance of donations to Amity Regional High School Drama Program

Dr. Dumais stated that three donations were made to the Amity Regional High School Drama Department that needed to be formally accepted by the Board. These are: \$1,000 from the Jamie Hulley Arts Foundation to support the Amity Regional High School spring musical; \$1,500 from the Jamie Hulley Arts Foundation to support a master class from The Broadway Method Academy for students at Amity Regional High School and \$2,000 from the Flaumenhaft family to support the Amity Regional High School spring musical.

Motion by Ms. Cohen, 2nd by Mr. Hurley to accept the donations of \$1,000 and \$1,500 from the Jamie Hulley Arts Foundation.

Vote unanimous

Motion carried

Motion by Ms. Cohen, 2nd by Ms. Urbano to accept the donation of \$2,000 from the Flaumenhaft family.

Vote unanimous

Motion carried

Mr. Blake noted the continuing generosity of the Jamie Hulley Arts Foundation and the Flaumenhaft family as concerns the drama program at Amity Regional High School and thanked them for their support; he asked Dr. Dumais to write formal letters of thanks to both.

Motion by Mr. DeMaio, 2nd by Mr. Browe that the Board move to agenda items 9.A.5.A. 1,2 and 3 at this point in the meeting so that the Representatives from MahoneySabol could make their audit presentation.

Vote unanimous

Motion carried

9. Chairman's Report

A. Committee Reports

5. Finance

A. Discussion and possible action on audited financial statements

1. Review of audited financial statements by auditors (attachment)

Ms. Lumas introduced Ms. Jennifer Hawkins and Ms. Samantha Thomas from MaloneySabol. Ms. Hawkins presented the audit report to the Board members. Ms. Hawkins, Ms. Thomas and Ms. Lumas. Ms. Hawkins stated that there was an overall clean audit with no written recommendations made. There was some discussion among the Board members about the audit and the process and all questions were answered.

2. Discussion and possible action to accept annual financial statements

Motion by Mr. Hurley, 2nd by Mr. DeMaio to accept the audited financial statements from MaloneySabol for the period ending June 30, 2016.

Vote unanimous

Motion carried

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

Motion by Ms. Cohen, 2nd by Mr. Belfonti to authorize the Superintendent of Schools to return to the member towns a balance of \$741,057, as follows:

| | |
|----------------------------------|--------------------------------|
| <i>Town of Bethany</i> | <i>\$154,280</i> |
| <i>Town of Orange</i> | <i>\$366,058</i> |
| <i>Town of Woodbridge</i> | <i><u>\$220,719</u></i> |
| <i>Total</i> | <i>\$741,057</i> |

Vote unanimous

Motion carried

7. Correspondence – None.

8. Superintendent's Report

A. Personnel Report – (enclosure)

B. Superintendent's monthly report (enclosure)

Dr. Dumais highlighted items in his report including High School Re-imagined (page8), instructional rounds (page 9) upcoming conference presentation by Tom Norton, Rob Frangione and Keith Smolinski (page), learning management system (page 10) opioids presentation on Wednesday January 11 at 6 pm (page 11), and the Amity Middle School, Orange Campus principal search that has begun. Dr. Dumais also mentioned an email sent to Board members earlier in the day regarding professional development mandates from the State of Connecticut, particularly appendix

C in that document; he encourage Board members to read appendix C for up to date information about required professional development.

C. Other

9. Chairman's Report -

A. Committee Reports

1. **ACES** – Ms. Cohen reported that ACES did not meet
2. **CABE** – Ms. McCreven reported that a legislative breakfast would take place on Wednesday January 11th.
3. **Curriculum** – The Curriculum Committee met on December 8th and will meet again on January 19th with a presentation on AESOP included on the agenda.
4. **Facilities** – The Facilities Committee met on December 20th; minutes are enclosed in the packet. Ms. Russo mentioned concerns from the Facilities Committee about after-hours security and accessibility at the high school. Mr. Blake will discuss this with Dr. Dumais.

A. Facilities Department monthly report, December 2016 (enclosure)

5. Finance

B. Timeline for presentation and discussion of Superintendent's 2017-2018 recommended budget

Ms. Lumas summarized the budget timeline as outlined in her memo of December 30, 2016 and noted that the Finance Committee will hold a Special meeting on January 23, 2017 for the Superintendent's budget presentation. The budget document will be sent out on January 13th.

C. New England School Development Council (NESDEC) enrollment report and summary graph.

Dr. Dumais summarized the enrollment projection report of December 13, 2016 as enclosed, noting that since the 2008 real estate slowdown, the District enrollment totals overall had been declining, yet now appear to be stabilizing. NESDEC's enrollment projection totals from fall of 2015 data came within 82 students of the actual Grade K-12 enrollment total for fall, 2016 (4,469 projected versus 4,458 actual). In Grade K-6, 2,245 pupils were projected versus 2,226 enrolled; in Grade 7-8 778 students were forecast versus 764 enrolled; in grades 9-12 1,446 pupils were forecast versus 1,438 enrolled. Dr. Dumais also referred those present to the Amity enrollment and history projection graph on the last page of the report (page 122 of the Board packet). There was discussion regarding the impact of these enrollment figures for the future.

D. Discussion and possible action on award of contracts of \$35,000 or more

Motion by Ms. Russo, 2nd by Ms. Cohen to award the contract for HVAC upgrades at Amity Middle School, Bethany Campus, to Controlled Air, Inc., of Branford, Connecticut for the price of \$159,683.

Ms. Lumas recommended that the bid process be waived. She noted this price is \$30,000 less than anticipated and it is the first bonding project. Ms. Russo stated that the Facilities Committee recommends that this be approved; it was noted that this vendor is on the approved vendor list. It is also noted that there will be considerable cost savings with the use of our in-house electrician on this project.

Vote unanimous

Motion carried

E. Discussion of Monthly Financial Statements

Ms. Lumas highlighted the favorable forecast of \$195,000 in line 15, the transfer account. The Superintendent plans to ask the Amity Finance Committee and Amity Board of Education at their August 2017 meetings to consider his request to transfer these funds from the unspent fund balance into the reserve for capital and nonrecurring expenditures prior to closing the books for this fiscal year.

F. Director of Finance and Administration Approved Transfers Under \$3,000**G. Other****1. Bonding update**

Ms. Lumas stated that the bond sale took place on Thursday, January 5th resulting in savings of approximately \$522,000 over the life of the bond. If there are substantial savings that might be had in the future, the Finance team will look to take advantage of those savings.

2. Fuel cell update

Dr. Dumais stated that the fuel cell and heat exchanger are both up and running. A ribbon-cutting ceremony is scheduled for January 23rd at 11 am. The engineering for the microgrid has been completed and work will be done in the spring and summer of 2017.

6. Policy Item 6.B.1. was considered first.**B. Second read of the following policy recommendations:**

1. 9123, 9124, 9127, 9132.2, 9132.3, 9132.41, 9132.5, 9212, 9240, 9250, 9271, 9272, 9311, 9312, 9313, 9314, 9321, 9322, 9325.3, 9330, 9340, 9360, 9400

Motion by Ms. Cohen, 2nd by Ms. Urbano to accept the policy recommendations as listed above.

Vote unanimous

Motion carried

A. First read of the following policy recommendations:

9125, 9126, 9130, 9131, 9132, 9132.4, 9133, 9140, 9150, 9160, 9200, 9220, 9221, 9222, 9230, 9260, 9270 and 9273

There was some discussion by the Board regarding policies in this list that were rejected by the Policy Committee and whether or not those rejected policies need to come before the Board (it was noted that 9 of these are recommended and 9 were rejected); after discussion it was decided that these rejected policies should indeed come before the Board and in the future these will be listed separately as recommended or rejected.

B. Second read of the following policy recommendations:

2. 9132.6

Motion by Ms. McCreven, 2nd by Mr. Stirling to amend the agenda to indicate that this is a first read of policy 9132.6, not a second read.

There was discussion and referencing of policies and parliamentary procedure regarding first and second readings.

Vote Unanimous

Motion carried

Motion by Ms. McCreven, 2nd by Ms. Russo to table consideration of the Policy Committee's recommendation to change bylaw 9132.6 to a future date and not send it back to next Policy Committee meeting.

Vote 2 favor (Ms. McCreven and Ms. Russo), Mr. Browe abstained, 8 opposed

Motion failed

Motion by Ms. Russo, 2nd by Mr. Browe to amend the agenda to consider suspension of one word in policy 9132.6.

There was lengthy discussion regarding policy 9132.6. Mr. Hurley referenced Bylaw 9312 (formulation, Adoption, Amendment of Bylaws) and read it to the Board. Dr. Dumais referenced Bylaw 9314 (Suspension of Policies, Bylaws and regulations) and read it to the Board.

Vote 8 in favor, Ms. McCreven opposed, Ms. Berke and Mr. Hurley abstained

Motion carried

Motion by Mr. Browe, 2nd by Ms. Esposito to suspend use of the word “will” in policy 9132.6 and replace it with the word “may” for the year 2017 to give the Policy Committee and the Board time to consider any permanent changes to the policy.

There was further discussion regarding policy 9132.6 and this motion.

As chairman of the Finance Committee, Mr. Stirling spoke in favor of this motion and encouraged all Board members to vote in favor of it.

Vote 10 in favor, Ms. McCreven opposed (Chairman did not vote)

Motion carried

7. Personnel – Negotiations have concluded with a tentative agreement.

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

11. Adjournment

Motion by Ms. Cohen, 2nd by Ms. Urbano to adjourn at 8:45 pm

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary



Special Meeting
January 17, 2017, 5:30 p.m.
MINUTES

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

Board Members Absent: John Belfonti, Robyn Berke, Sue Cohen

Also Present: Charles Dumais

1. Call to Order: Chairman Blake called the meeting to order at 5:50 p.m.
2. Board and Superintendent discussed progress on District goals. Board provided feedback to support the work of the Superintendent in the second half of the school year.
3. Motion to Adjourn: Chris Browe, 2nd Pat Cardozo, Unanimous
4. Meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Dumais".

Charles Dumais, Ed.D.
Superintendent

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



Charles S. Dumais
 Superintendent of Schools

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

To: Amity Finance Committee

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

Re: Proposed Revisions to Superintendent's 2017-2018 Budget

Date: February 5, 2017

Several factors have recently occurred, which should be taken into account for the 2017-2018 Budget. I am recommending these revisions to my initial proposed budget.

| ACCOUNT | DESCRIPTION | AMOUNT |
|---------------------------|--|-------------------|
| Investment Income | Revised based on current information | \$ 5,000 |
| Athletic Revenue | Revised based on current information | (\$ 2,000) |
| Special Education Grants | The excess cost grant was recalculated to reflect the most recent data | (\$102,920) |
| CHANGE TO REVENUES | | (\$99,920) |

| ACCOUNT | DESCRIPTION | AMOUNT |
|-------------------------------|---|-------------------|
| Medical & Dental Insurance | Reduced based on current data from insurance carrier and consultants and forecast | (\$152,847) |
| Tuition | Another student has been identified as a potential outplacement | \$175,000 |
| Debt Service - Interest | A portion of the recent bond designated funds for interest due in 2017-2018 | (\$76,043) |
| CHANGE TO EXPENDITURES | | (\$53,890) |

Enclosed is the Excel spreadsheet of the revised proposed Superintendent 2017-2018 budget.

The Amity Finance Committee and Amity Board of Education may take action on the 2017-2018 Amity Board of Education Operating Budget. The recommended motions are shown below:

Amity Finance Committee:

Move to recommend to the Amity Board of Education the approval of the proposed 2017-2018 budget for the fiscal year 2017-2018 in the gross amount of \$48,769,642 and the net amount of \$47,546,594 to be submitted to Referendum on Wednesday, May 3, 2017.

Amity Board of Education:

Move to approve the proposed 2017-2018 budget for the fiscal year 2017-2018 in the gross amount of \$48,769,642 and the net amount of \$47,546,594 to be submitted to Referendum on Wednesday, May 3, 2017.

Move to authorize Amity Regional School District No. 5 to prepare an Explanatory Text for the Budget Referendum Question: BE IT RESOLVED, that the Secretary of the Board of Education of Amity Regional School District No. 5 is authorized to prepare, print and distribute a concise explanatory text of the budget referendum question which, by vote of the Board of Education, has been submitted to a referendum vote on the voting machines of each of the member towns, which text shall not advocate either the approval or disapproval of the question and shall otherwise be prepared in accordance with Connecticut General Statutes Section 9-369b.

Enclosure

c: Theresa Lumas, Director of Finance and Administration
Scott Cleary, Assistant Director of Finance and Administration

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2017-2018 BUDGET ORIGINAL REQUESTS**

SUPERINTENDENT'S BUDGET

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 |
|------|---|-------------------|-------------------|-------------------|-------------------|----------------|---------------|
| | | 2015-2016 | 2016-2017 | 2016-2017 | 2017-2018 | VAR. \$ TO | VAR. % |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | BUDGET | BUDGET | TO BUDGET |
| 1 | MEMBER TOWN ALLOCATIONS | 45,348,694 | 46,289,573 | 46,289,573 | 47,546,954 | 1,257,381 | 2.72% |
| 2 | OTHER REVENUE | 255,240 | 190,215 | 172,708 | 134,510 | (55,705) | -29.29% |
| 3 | OTHER STATE GRANTS | 1,073,793 | 1,324,940 | 967,715 | 1,035,687 | (289,253) | -21.83% |
| 4 | MISCELLANEOUS INCOME | 189,039 | 24,480 | 50,129 | 46,000 | 21,520 | 87.91% |
| 5 | BUILDING RENOVATION GRANTS | 6,491 | 6,491 | 6,491 | 6,491 | 0 | 0.00% |
| 6 | TOTAL REVENUES | 46,873,257 | 47,835,699 | 47,486,616 | 48,769,642 | 933,943 | 1.95% |
| 7 | SALARIES | 24,126,624 | 24,967,936 | 24,767,385 | 25,546,160 | 578,224 | 2.32% |
| 8 | BENEFITS | 6,098,343 | 6,143,208 | 5,900,547 | 6,488,372 | 345,164 | 5.62% |
| 9 | PURCHASED SERVICES | 7,249,910 | 8,409,037 | 7,877,862 | 8,479,919 | 70,882 | 0.84% |
| 10 | DEBT SERVICE | 4,743,788 | 4,709,213 | 4,709,213 | 4,406,650 | (302,563) | -6.42% |
| 11 | SUPPLIES (INCLUDING UTILITIES) | 2,844,704 | 2,963,347 | 2,884,862 | 2,920,243 | (43,104) | -1.45% |
| 12 | EQUIPMENT | 338,909 | 173,160 | 173,160 | 378,813 | 205,653 | 118.76% |
| 13 | IMPROVEMENTS / CONTINGENCY | 176,699 | 311,000 | 262,426 | 391,500 | 80,500 | 25.88% |
| 14 | DUES AND FEES | 126,518 | 158,798 | 158,798 | 157,985 | (813) | -0.51% |
| 15 | TRANSFER ACCOUNT | 427,713 | 0 | 345,000 | 0 | 0 | 0.00% |
| 16 | TOTAL EXPENDITURES | 46,133,208 | 47,835,699 | 47,079,253 | 48,769,642 | 933,943 | 1.95% |
| 17 | SUBTOTAL | 740,049 | 0 | 407,363 | 0 | 0 | 0.00% |
| 18 | CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES | 1,035 | 0 | 0 | 0 | 0 | 0.00% |
| 19 | DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 20 | NET BALANCE / (DEFICIT) | 741,084 | 0 | 407,363 | 0 | 0 | 0.00% |
| 21 | AVERAGE DAILY MEMBERSHIP | 2,320 | 2,294 | 2,246 | 2,230 | (64) | -2.79% |
| 22 | PER PUPIL EXPENDITURE | 16,728 | 17,511 | 17,627 | 18,526 | 1,016 | 5.80% |

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2017-2018 BUDGET ORIGINAL REQUESTS**

SUPERINTENDENT'S BUDGET

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 |
|------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|----------------|
| | | 2015-2016 | 2016-2017 | 2016-2017 | 2017-2018 | VAR. \$ TO | VAR. % |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | BUDGET | BUDGET | TO BUDGET |
| 1 | BETHANY ALLOCATION | 9,441,145 | 9,437,981 | 9,437,981 | 9,357,241 | (80,740) | -0.86% |
| 2 | ORANGE ALLOCATION | 22,400,894 | 22,561,538 | 22,561,538 | 23,667,447 | 1,105,909 | 4.90% |
| 3 | WOODBIDGE ALLOCATION | 13,506,655 | 14,290,054 | 14,290,054 | 14,522,266 | 232,212 | 1.62% |
| 4 | MEMBER TOWN ALLOCATIONS | 45,348,694 | 46,289,573 | 46,289,573 | 47,546,954 | 1,257,381 | 2.72% |
| 5 | ADULT EDUCATION | 3,425 | 3,405 | 3,042 | 3,042 | (363) | -10.66% |
| 6 | PARKING INCOME | 29,932 | 30,000 | 29,000 | 29,000 | (1,000) | -3.33% |
| 7 | INVESTMENT INCOME | 3,432 | 2,000 | 8,995 | 8,000 | 6,000 | 300.00% |
| 8 | ATHLETICS | 23,076 | 32,500 | 23,000 | 23,000 | (9,500) | -29.23% |
| 9 | TUITION REVENUE | 92,133 | 47,434 | 86,571 | 49,368 | 1,934 | 4.08% |
| 10 | TRANSPORTATION INCOME | 103,242 | 74,876 | 22,100 | 22,100 | (52,776) | -70.48% |
| 11 | TRANSPORTATION BOWA AGREEMENT | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 12 | OTHER REVENUE | 255,240 | 190,215 | 172,708 | 134,510 | (55,705) | -29.29% |
| 14 | SPECIAL EDUCATION GRANTS | 1,073,793 | 1,324,940 | 967,715 | 1,035,687 | (289,253) | -21.83% |
| 15 | OTHER STATE GRANTS | 1,073,793 | 1,324,940 | 967,715 | 1,035,687 | (289,253) | -21.83% |
| 16 | RENTAL INCOME | 20,610 | 3,500 | 21,000 | 21,000 | 17,500 | 500.00% |
| 17 | DESIGNATED FROM PRIOR YEAR | 150,000 | 0 | 0 | 0 | 0 | 0.00% |
| 18 | OTHER REVENUE | 18,429 | 20,980 | 29,129 | 25,000 | 4,020 | 19.16% |
| 19 | TRANSFER IN | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 20 | MISCELLANEOUS INCOME | 189,039 | 24,480 | 50,129 | 46,000 | 21,520 | 87.91% |
| 21 | BUILDING RENOVATION GRANTS | 6,491 | 6,491 | 6,491 | 6,491 | 0 | 0.00% |
| 22 | TOTAL REVENUES | 46,873,257 | 47,835,699 | 47,486,616 | 48,769,642 | 933,943 | 1.95% |

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2017-2018 BUDGET ORIGINAL REQUESTS**

SUPERINTENDENT'S BUDGET

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 |
|------|---|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| | | 2015-2016 | 2016-2017 | 2016-2017 | 2017-2018 | VAR. \$ TO | VAR. % |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | BUDGET | BUDGET | TO BUDGET |
| 1 | | 19,988,408 | 20,577,557 | 20,415,171 | 21,047,507 | 469,950 | 2.28% |
| 2 | 5112-CLASSIFIED SALARIES | 4,138,216 | 4,390,379 | 4,352,214 | 4,498,653 | 108,274 | 2.47% |
| 3 | SALARIES | 24,126,624 | 24,967,936 | 24,767,385 | 25,546,160 | 578,224 | 2.32% |
| 4 | 5200-MEDICARE - ER | 326,618 | 334,538 | 344,080 | 353,376 | 18,838 | 5.63% |
| 5 | 5210-FICA - ER | 257,153 | 259,642 | 273,272 | 277,127 | 17,485 | 6.73% |
| 6 | 5220-WORKERS' COMPENSATION | 220,492 | 230,851 | 230,851 | 251,584 | 20,733 | 8.98% |
| 7 | 5255-MEDICAL & DENTAL INSURANCE | 4,080,297 | 4,171,526 | 3,859,790 | 4,439,049 | 267,523 | 6.41% |
| 8 | 5860-OPEB TRUST | 152,104 | 157,272 | 157,272 | 105,537 | (51,735) | -32.90% |
| 9 | 5260-LIFE INSURANCE | 41,159 | 42,123 | 44,624 | 44,211 | 2,088 | 4.96% |
| 10 | 5275-DISABILITY INSURANCE | 8,698 | 8,790 | 9,118 | 9,373 | 583 | 6.63% |
| 11 | 5280-PENSION PLAN - CLASSIFIED | 772,191 | 862,404 | 862,404 | 886,831 | 24,427 | 2.83% |
| 12 | 5281-DEFINED CONTRIBUTION RETIREMENT PLAN | 0 | 0 | 41,074 | 54,384 | 54,384 | 100.00% |
| 13 | 5282-RETIREMENT SICK LEAVE - CERT | 110,446 | 25,900 | 25,900 | 19,936 | (5,964) | -23.03% |
| 14 | 5283-RETIREMENT SICK LEAVE - CLASS | 0 | 2,062 | 2,062 | 1,587 | (475) | -23.04% |
| 15 | 5284-SEVERANCE PAY - CERTIFIED | 110,586 | 33,100 | 33,100 | 25,477 | (7,623) | -23.03% |
| 16 | 5290-UNEMPLOYMENT COMPENSATION | 18,599 | 15,000 | 15,000 | 17,900 | 2,900 | 19.33% |
| 17 | 5291-CLOTHING ALLOWANCE | 0 | 0 | 2,000 | 2,000 | 2,000 | 100.00% |
| 18 | BENEFITS | 6,098,343 | 6,143,208 | 5,900,547 | 6,488,372 | 345,164 | 5.62% |
| 19 | 5322-INSTRUCTIONAL PROG IMPROVEMENT | 7,489 | 16,750 | 16,750 | 21,500 | 4,750 | 28.36% |
| 20 | 5327-DATA PROCESSING | 71,261 | 79,062 | 88,062 | 94,178 | 15,116 | 19.12% |
| 21 | 5330-OTHER PROFESSIONAL & TECHNICAL SRVC | 1,011,021 | 1,075,935 | 1,082,435 | 1,196,564 | 120,629 | 11.21% |
| 22 | 5440-RENTALS - LAND, BLDG, EQUIPMENT | 74,430 | 102,581 | 102,581 | 97,947 | (4,634) | -4.52% |
| 23 | 5510-PUPIL TRANSPORTATION | 2,580,938 | 2,957,249 | 2,779,311 | 3,048,913 | 91,664 | 3.10% |
| 24 | 5521-GENERAL LIABILITY INSURANCE | 199,448 | 220,548 | 220,548 | 234,767 | 14,219 | 6.45% |
| 25 | 5550-COMMUNICATIONS: TEL, POST, ETC. | 97,324 | 114,924 | 114,924 | 185,974 | 71,050 | 61.82% |
| 26 | 5560-TUITION EXPENSE | 3,137,962 | 3,757,143 | 3,388,406 | 3,512,190 | (244,953) | -6.52% |
| 27 | 5590-OTHER PURCHASED SERVICES | 70,038 | 84,845 | 84,845 | 87,886 | 3,041 | 3.58% |
| 28 | PURCHASED SERVICES | 7,249,910 | 8,409,037 | 7,877,862 | 8,479,919 | 70,882 | 0.84% |
| 29 | 5830-INTEREST | 1,388,788 | 1,249,213 | 1,249,213 | 821,650 | (427,563) | -34.23% |
| 30 | 5910-REDEMPTION OF PRINCIPAL | 3,355,000 | 3,460,000 | 3,460,000 | 3,585,000 | 125,000 | 3.61% |
| 30a | INTEREST OWED TO STATE | 0 | 0 | 0 | 0 | 0 | 100.00% |
| 30b | BONDING OF FACILITIES CAPITAL ITEMS | 0 | 0 | 0 | 0 | 0 | 100.00% |
| 31 | DEBT SERVICE | 4,743,788 | 4,709,213 | 4,709,213 | 4,406,650 | (302,563) | -6.42% |

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2017-2018 BUDGET ORIGINAL REQUESTS**

SUPERINTENDENT'S BUDGET

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 |
|------|--|-------------------|-------------------|-------------------|-------------------|-----------------|----------------|
| | | 2015-2016 | 2016-2017 | 2016-2017 | 2017-2018 | VAR. \$ TO | VAR. % |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | BUDGET | BUDGET | TO BUDGET |
| 32 | 5410-UTILITIES, EXCLUDING HEAT | 699,464 | 806,764 | 728,279 | 703,230 | (103,534) | -12.83% |
| 33 | 5420-REPAIRS, MAINTENANCE & CLEANING | 713,049 | 714,645 | 714,645 | 720,055 | 5,410 | 0.76% |
| 34 | 5611-INSTRUCTIONAL SUPPLIES | 358,124 | 392,007 | 392,007 | 385,274 | (6,733) | -1.72% |
| 35 | 5613-MAINTENANCE/CUSTODIAL SUPPLIES | 201,643 | 212,565 | 212,565 | 219,965 | 7,400 | 3.48% |
| 36 | 5620-OIL USED FOR HEATING | 38,676 | 36,500 | 36,500 | 37,870 | 1,370 | 3.75% |
| 37 | 5621-NATURAL GAS | 86,932 | 93,706 | 93,706 | 53,845 | (39,861) | -42.54% |
| 38 | 5627-TRANSPORTATION SUPPLIES | 95,812 | 109,740 | 109,740 | 117,341 | 7,601 | 6.93% |
| 39 | 5641-TEXTS & DIGITAL RESOURCES | 143,620 | 73,769 | 73,769 | 111,221 | 37,452 | 50.77% |
| 40 | 5642-LIBRARY BOOKS & PERIODICALS | 20,968 | 22,257 | 22,257 | 21,615 | (642) | -2.88% |
| 41 | 5690-OTHER SUPPLIES | 486,416 | 501,394 | 501,394 | 549,827 | 48,433 | 9.66% |
| 42 | SUPPLIES (INCLUDING UTILITIES) | 2,844,704 | 2,963,347 | 2,884,862 | 2,920,243 | (43,104) | -1.45% |
| 43 | 5730-EQUIPMENT - NEW | 67,742 | 28,128 | 28,128 | 92,200 | 64,072 | 227.79% |
| 44 | 5731-EQUIPMENT - REPLACEMENT | 271,167 | 145,032 | 145,032 | 286,613 | 141,581 | 97.62% |
| 45 | EQUIPMENT | 338,909 | 173,160 | 173,160 | 378,813 | 205,653 | 118.76% |
| 46 | 5715-IMPROVEMENTS TO BUILDING | 61,496 | 32,000 | 32,000 | 90,500 | 58,500 | 182.81% |
| 47 | 5715-FACILITIES CONTINGENCY | 0 | 100,000 | 100,000 | 100,000 | 0 | 0.00% |
| 48 | 5720-IMPROVEMENTS TO SITES | 115,203 | 29,000 | 29,000 | 51,000 | 22,000 | 75.86% |
| 49 | 5850-CONTINGENCY | 0 | 150,000 | 150,000 | 150,000 | 0 | 0.00% |
| 50 | TRSF. FROM CONTINGENCY TO OTHER ACCTS. | 0 | 0 | (48,574) | 0 | 0 | 0.00% |
| 51 | IMPROVEMENTS / CONTINGENCY | 176,699 | 311,000 | 262,426 | 391,500 | 80,500 | 25.88% |
| 52 | 5580-STAFF TRAVEL | 16,587 | 24,050 | 24,050 | 22,432 | (1,618) | -6.73% |
| 53 | 5581-TRAVEL - CONFERENCES | 26,593 | 36,120 | 36,120 | 36,520 | 400 | 1.11% |
| 54 | 5810-DUES & FEES | 83,338 | 98,628 | 98,628 | 99,033 | 405 | 0.41% |
| 55 | DUES AND FEES | 126,518 | 158,798 | 158,798 | 157,985 | (813) | -0.51% |
| 56 | 5856-TRANSFER ACCOUNT | 427,713 | 0 | 345,000 | 0 | 0 | 0.00% |
| 57 | TOTAL EXPENDITURES | 46,133,208 | 47,835,699 | 47,079,253 | 48,769,642 | 933,943 | 1.95% |

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
 phone: 203.392.2106
 fax: 203.397.4864

February 13, 2017

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

+ NEW HIRES-CERTIFIED:

- Amity Reg. High School – Woodbridge:
Sean Mahon – Interim Department Chair: Physical Education (covering a leave of absence)
- Amity Reg. Middle School – Bethany: **NONE**
- Amity Reg. Middle School – Orange: **NONE**

+ NEW HIRES-SUBSTITUTES:

Victoria Bright – .8 FTE Long Term Substitute – Physical Education – ARHS
Matt Fletcher – 5 day/week Benched Substitute – ARMS - Bethany

+ NEW HIRES-CLASSIFIED: NONE

+ NEW HIRES-COACHES:

Patricia Doheny – Girls Track and Field Coach-Spring Season – ARMS - Orange
Jessica Hoffer – Asst. Boys Volleyball Coach-Spring Season – ARHS
Sara Hale – Head Softball Coach-Spring Season – ARHS

+ LEAVE(S) OF ABSENCE: NONE

+ RESIGNATION(S):

Angelo Amato: Assistant Football Coach - ARHS
John Sisson: Benched Substitute – ARMS - Bethany

+ RETIREMENT(S): NONE

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

Superintendent's Report – February 2017

Continuously improve instruction, cultivate creativity, and enhance student engagement and performance.

Enhance the efficient and effective use of resources.

Foster a supportive climate for students and adults.

Instruction

Off-Site Transition Program Partners. As part of the vocational component of the Amity transition program, we have recently forged new partnerships with Pez and Grand Apizza. These partnerships give authentic working experience to students.

Middle School Mathematics Teams. Both Bethany and Orange sent ten members of their respective teams to the 2017 New Haven Chapter MathCounts competition. Both teams qualified for the state competition and the Bethany team had individual members who qualified for the next round of competition.

Reading & Special Education Professional Development. Attorney Marsha Moses worked with counselors, psychologists, and administrators from Bethany, Orange, Woodbridge, and Amity to ensure understanding of and compliance with the newly released 504 guidelines. Dr. Kim Bean provided support to reading and special education teachers in the development of program recommendations and program implementation.

NAEP. Sixty Amity Middle School Orange eighth grade students participated in the National Assessment of Educational Progress (NAEP). Administered by the National Center for Education Statistics, NAEP is the largest nationally representative assessment of what students know and can do in math and reading. NAEP is different from our state assessments because it provides a common measure of student achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

STAR. Data from administrations of the STAR Assessment continue to be utilized across the District to help teachers personalize instruction, develop targeted interventions, plan professional development, and align curriculum. STAR data coach sessions have been held in all three schools to support teachers in the effective use of STAR data.

School Reengagement Program. The counseling/support faculty have been working with building and district administration to organize a new program aimed at helping students who struggle with school-avoidance. The program would offer students a structured approach to

reentering the high school through classes that will meet after regular school hours. A pilot of the program may begin this spring.

Robotics. Students participating in the Social Robotics and Engineering Research Program are preparing to compete in the annual Connecticut Science and Engineering Fair at Quinnipiac University.

CPR. All Amity freshmen were trained in hands-only CPR through physical education classes in January/February.

Elementary. Teachers from Orange Elementary Schools visited Amity Middle School Orange in January to observe rigor, instructional format, questioning, pacing, and content in seventh grade science and mathematics classes.

Assessment. The high school faculty will be reviewing midterm exam student work and continuing to reflect on ways to enhance the authenticity of the assessment experience, including reflecting on/incorporating performance tasks, extending the exam testing period, and cross-discipline standard alignment.

Hidden Figures. Amity Middle School Bethany had a school-wide field trip to view the film *Hidden Figures* as part of their study of the role of women and minorities in science and history.

Baseball and Softball. Baseball and Softball coaching staffs attended the World Softball/Baseball Coaches' Convention to expand their knowledge in best practices in coaching.

March Professional Development. Plans are being developed to provide professional development on school avoidance, anxiety disorders, and educational considerations of diabetes. Additionally, the results of the Amity Youth Survey will be shared with all staff.

Collaboration. District level committee meetings for February include Teacher Evaluation and Staff Development. Curriculum articulation meetings for February include World Language, Mathematics, and English Language Arts. BOWA articulation in February includes science.

Resources

Copiers. The installation of the new copiers and the implementation of the PaperCut print management system are complete.

Fiber. Twelve strand fiber optic cable has been run (above ground) from the high school field house to the main high school building increasing bandwidth and connection for cameras, live streaming, communication, and expanded wireless access.

CPR. The entire high school faculty has been trained - free of charge thanks to the donation of time and talent from AMR Operations Supervisor John Macfarland - on hands-only CPR and use of the defibrillator. The training took place during the February faculty meeting.

Live Streaming. Our live streaming capabilities are being used in more and more events. Most recently, the Amity Regional High School Boys Basketball game was live streamed, with more than sixty viewers accessing the live feed.

Scholarships. The Amity finance team is exploring the benefits of transferring our scholarship funds to a community foundation.

Financial Obligations. Student financial obligations are now posted to PowerSchool and may be reconciled through MyPaymentsPlus. Obligations are posted quarterly for high school students and annually for middle school students.

Single Learning Platform Pilot. More than thirty teachers across disciplines in all three schools are currently piloting PowerSchool Learning as part of our efforts to identify a single learning platform and development of a deployment plan.

Climate

Rachel's Challenge. The high school presented the program "Rachel's Challenge" for all 9th and 10th graders on Wednesday, February 8, 2017. A complementary Parent University community program for "Rachel's Challenge" was presented on the same evening after parent conferences.

Anti-Defamation League. The Anti-Defamation League's "Step Up!" Program was presented to all Amity Middle School Bethany seventh graders at an assembly on Friday, January 20, 2017. The program gives a voice to the targets of bullying and prejudice, builds empathy in the aggressors, and inspires bystanders to become allies.

Chasing the Dragon. In cooperation with the FBI, DEA, Justice Department, Yale, and Woodbridge Youth Services, Amity hosted a Parent University on January 11, 2017 to explore opioid abuse. The documentary *Chasing the Dragon, the Life of an Opiate Addict* was shown, and a panel discussion followed. More than one hundred Amity community members were in attendance.

Spreading Kindness. The theme for the high school advisory program this month is *spreading kindness*. A variety of activities will focus on intentional kindness to others and to self. Advisory groups will be conducting an *empathy project* in the fourth quarter of the year.

Digital Footprint. Middle school students have been learning about the digital trail that their use of social media produces and how to manage it responsibly.

Special Education Services. The Support Services Team at Amity Middle School Orange hosted an evening for the incoming sixth grade parents of students who receive special education services. The Team presented an overview of the school that included scheduling, the team structure, subjects that students take, and a question and answer session. It is the first of the transition opportunities provided to our incoming families.

Basketball. The largest crowd in years attended the Amity versus Notre Dame – West Haven basketball game.

Student Council. Amity Middle School Bethany Student Council Members attended the CAS Middle-level Leadership Conference at Trinity College and presented ways that Student Council improves the school climate.

Inter-District Grant. Amity Middle School Bethany students hosted students from the Breakthrough Magnet School in Hartford as part of a grant program designed to improve school climate, student achievement, and student leadership.

Superintendent

Instructional Leadership. I visit each school on (at least) a weekly basis and make classroom observations a regular part of each trip. To date, I have visited *more than 110* classrooms across all of the buildings.

Legislative Breakfast. With a number of Amity Board of Education Members, I participated in the CABA Area Legislative Breakfast. In the next few weeks, I will be visiting Republican Minority Leader Themis Klarides to discuss educational issues.

AMSO Principal Search. Sixty-one applications have been received for the Amity Middle School Orange Principal position. The posting closed on January 20, 2017. Initial school-based committee interviews and semifinalist central office interviews have been conducted. We are in the process of selecting a finalist to present to the Amity Personnel Committee.

Shea Scholarship Board. I have been invited to join a team at Southern Connecticut State University that will set criteria, evaluate applications, and award scholarships from the Shea bequest, which is more than \$75,000 annually.

Professional Development. Last week, I joined more than one hundred public school principals, public school superintendents, and private school headmasters from across the country to discuss local, national, and international issues associated with education, human rights, and ethics.



This report is a synopsis of many of the undertakings, efforts, and achievements toward our District Goals and Objectives. It does not represent a complete and comprehensive account of all that has happened in the past month. I would encourage you to contact me directly if you have questions about items that you read or that you anticipated reading. I would be glad to discuss them.

January, 2017

CLEAN

SAFE

HEALTHY

SCHOOLS

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



Amity Regional School District No. 5

Facilities Department Monthly Report

Completed Projects:

- The HVAC upgrade project at Amity Middle School, Orange Campus, is complete. As the season changes to spring, additional commissioning will take place to ensure we are dialed in for the cooling season.
- The supply air motor and housing on air handler 5 at Amity Regional High School suffered a catastrophic failure. A temporary motor was located and was installed. The permanent replacement was received and installed by our in-house personnel. No class time was lost.
- The carpet replacement and the office relocations in the District Offices were completed. All touchup painting was also completed.
- The new acoustical panels were installed in the Amity Middle School, Orange Campus, gymnasium.
- A student knocked over a light pole by the student parking area at Amity Regional High School. A new pole was ordered and installed by in-house personnel.
- The heat exchanger project at Amity Regional High School was closed out. The close-out meeting was held and training was provided to District personnel. Warranty procedures, operational notes, and fine tuning were also accomplished.
- A new stove and exhaust hood were installed in the Child Development classroom at Amity Regional High School for use by the Special Education Department.
- A minor water issue occurred at Amity Regional High School. Some floor tile was damaged and had to be removed. Since this is an area of the floor that is scheduled to be replaced during the summer of 2017, temporary repairs were made to ensure the area was safe and aesthetically pleasing for the remainder of the school year.

Projects in process:

- The HVAC upgrade project at Amity Middle School, Bethany Campus, is in progress. The initial wire and parts have been ordered.
- Bid specifications are being prepared for the Facilities projects that were approved in the December 2016 bond referendum.
- Mid-year preventive maintenance tasks are being completed on the HVAC equipment.

Outstanding issues to be addressed:

- There are no major outstanding issues for this reporting period.

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



TO: Dr. Charles Dumais, Superintendent of Schools

FROM: Theresa Lumas, Director of Finance & Administration

DATE: January 24, 2017

RE: New Funding Requests for Fiscal Year 2016-2017

The proposal to purchase software to manage substitutes and absences was discussed at the December meetings of the Amity Finance Committee and the Amity Board of Education, and the Curriculum Committee on January 19, 2016.

Information was requested about current substitute rates of pay, annual costs, and fill procedures. The financial data is shown in the table below.

| DAILY RATE | SUB TYPE | ASSIGNMENT | FY16 COSTS |
|------------|---------------------|--|-------------------|
| 73.70 | Regular sub | Called as needed, Employee documents completed | \$ 57,188 |
| 78.75 | Bench sub | Report daily for an assignment | \$ 91,670 |
| 242.21 | Long term Sub | Assigned for designated period to cover a long term absence. | \$ 192,478 |
| 74.91 | Teacher Extra Class | Teacher is assigned a sixth class for a specific timeframe | \$ 17,919 |
| 33.54 | Teacher Coverage | Teacher covers an additional period as needed | \$ 27,997 |
| 14.00 | Para Coverage | Para covers a period if no teacher is available for coverage | \$ 6,312 |
| 102.44 | Kelly Sub | Full day substitutes called when demand is greater than can be met with regular and bench subs | \$ 56,445 |
| | | | <u>\$ 450,010</u> |

The process to fill a teacher's absence is currently a manual system. If absences are known in advance, (i.e. Jury Duty), the teacher puts their request in our Employee Self Service System. Teachers contact the Substitute Coordinator directly for absences that occur on short notice.

In either case, once the Substitute Coordinator gets notice of a teacher's absence, bench subs are assigned first. Then calls are placed to the regular substitutes to try to fill the remaining slots, utilizing a preferred list of substitutes and filling as many slots as possible. Once that is exhausted, Kelly subs is contacted to fill the remaining slots. Substitutes are given information once they arrive in the building including instructions for carrying out their assignment and general information. This process is also very time consuming for both the Substitute Coordinator and the substitute.

Teacher coverage is generally used when none of the first three types of subs (regular, benched, and Kelly) are available. Teachers are sometimes scheduled for an additional class when it best meets the educational needs of the students. This can be for a semester, year-long or to cover a leave of absence.

The software application will send the notification requests to substitutes, provide them with the needed documents electronically, and record the teacher's absences. Teachers can rate the substitutes so the next teacher can review when making a request.

There are over 50 districts in Connecticut utilizing Aesop and more than half also use VeriTime.

There are some savings associated with this purchase in form of time management and print reduction. There is not a significant increase in the Worker's Compensation cost (estimated at \$100 annually). The expectation is to expand our internal substitute pool and reduce our dependency on the higher cost Kelly subs. Annual costs are \$15,450. Bundling the two services, lowers the implementation cost in the initial proposal from \$9,000 to \$7,500.

Move to approve the budget transfer into the Data Processing account to cover the implementation of the AESOP and VeriTime software module to facilitate substitute coverage, recording substitute hours worked, all staff absences, and hourly staff time worked.

| ACCOUNT NUMBER | ACCOUNT NAME | FROM | TO |
|-----------------|-----------------|---------|---------|
| 05-00-0000-5850 | Contingency | \$7,500 | |
| 05-14-2510-5327 | Data Processing | | \$7,500 |

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2016-2017

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 | COL 7 |
|-------------|---|-------------------|-------------------|-------------------|----------------------|-------------------|---------------------|--------------|
| | | 2015-2016 | 2016-2017 | JAN '17 | CHANGE | FEB '17 | VARIANCE | |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | INCR./(DECR.) | FORECAST | OVER/(UNDER) | UNF |
| 1 | MEMBER TOWN ALLOCATIONS | 45,348,694 | 46,289,573 | 46,289,573 | 0 | 46,289,573 | 0 | FAV |
| 2 | OTHER REVENUE | 255,240 | 190,215 | 168,713 | 3,995 | 172,708 | (17,507) | UNF |
| 3 | OTHER STATE GRANTS | 1,073,793 | 1,324,940 | 967,715 | 0 | 967,715 | (357,225) | UNF |
| 4 | MISCELLANEOUS INCOME | 189,039 | 24,480 | 50,129 | 0 | 50,129 | 25,649 | FAV |
| 5 | BUILDING RENOVATION GRANTS | 6,491 | 6,491 | 6,491 | 0 | 6,491 | 0 | FAV |
| 6 | TOTAL REVENUES | 46,873,257 | 47,835,699 | 47,482,621 | 3,995 | 47,486,616 | (349,083) | UNF |
| 7 | SALARIES | 24,126,651 | 24,967,936 | 24,785,465 | (18,080) | 24,767,385 | (200,551) | FAV |
| 8 | BENEFITS | 6,098,343 | 6,143,208 | 6,111,415 | (210,868) | 5,900,547 | (242,661) | FAV |
| 9 | PURCHASED SERVICES | 7,249,910 | 8,409,037 | 7,901,583 | (23,721) | 7,877,862 | (531,175) | FAV |
| 10 | DEBT SERVICE | 4,743,788 | 4,709,213 | 4,709,213 | 0 | 4,709,213 | 0 | FAV |
| 11 | SUPPLIES (INCLUDING UTILITIES) | 2,844,704 | 2,963,347 | 2,884,862 | 0 | 2,884,862 | (78,485) | FAV |
| 12 | EQUIPMENT | 338,909 | 173,160 | 173,160 | 0 | 173,160 | 0 | FAV |
| 13 | IMPROVEMENTS / CONTINGENCY | 176,699 | 311,000 | 260,926 | 1,500 | 262,426 | (48,574) | FAV |
| 14 | DUES AND FEES | 126,518 | 158,798 | 158,798 | 0 | 158,798 | 0 | FAV |
| 15 | TRANSFER ACCOUNT | 427,713 | 0 | 0 | 345,000 | 345,000 | 345,000 | UNF |
| 16 | TOTAL EXPENDITURES | 46,133,235 | 47,835,699 | 46,985,422 | 93,831 | 47,079,253 | (756,446) | FAV |
| 17 | SUBTOTAL | 740,022 | 0 | 497,199 | (89,836) | 407,363 | 407,363 | FAV |
| 18 | PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES | 1,035 | 0 | 0 | 0 | 0 | 0 | FAV |
| 19 | DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET: | 0 | 0 | 0 | 0 | 0 | 0 | FAV |
| 20 | NET BALANCE / (DEFICIT) | 741,057 | 0 | 497,199 | (89,836) | 407,363 | 407,363 | 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 2016-2017

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 | COL 7 |
|-------------|-----------------------------------|-------------------|-------------------|-------------------|----------------------|-------------------|---------------------|--------------|
| | | 2015-2016 | 2016-2017 | JAN '17 | CHANGE | FEB '17 | VARIANCE | FAV |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | INCR./(DECR.) | FORECAST | OVER/(UNDER) | UNF |
| 1 | BETHANY ALLOCATION | 9,441,145 | 9,437,981 | 9,437,981 | 0 | 9,437,981 | 0 | FAV |
| 2 | ORANGE ALLOCATION | 22,400,894 | 22,561,538 | 22,561,538 | 0 | 22,561,538 | 0 | FAV |
| 3 | WOODBIDGE ALLOCATION | 13,506,655 | 14,290,054 | 14,290,054 | 0 | 14,290,054 | 0 | FAV |
| 4 | MEMBER TOWN ALLOCATIONS | 45,348,694 | 46,289,573 | 46,289,573 | 0 | 46,289,573 | 0 | FAV |
| 5 | ADULT EDUCATION | 3,425 | 3,405 | 3,042 | 0 | 3,042 | (363) | UNF |
| 6 | PARKING INCOME | 29,932 | 30,000 | 29,000 | 0 | 29,000 | (1,000) | UNF |
| 7 | INVESTMENT INCOME | 3,432 | 2,000 | 3,000 | 5,995 | 8,995 | 6,995 | FAV |
| 8 | ATHLETICS | 23,076 | 32,500 | 25,000 | (2,000) | 23,000 | (9,500) | UNF |
| 9 | TUITION REVENUE | 92,133 | 47,434 | 86,571 | 0 | 86,571 | 39,137 | FAV |
| 10 | TRANSPORTATION INCOME | 103,242 | 74,876 | 22,100 | 0 | 22,100 | (52,776) | UNF |
| 11 | TRANSPORTATION BOWA AGREEMENT | 0 | 0 | 0 | 0 | 0 | 0 | FAV |
| 12 | OTHER REVENUE | 255,240 | 190,215 | 168,713 | 3,995 | 172,708 | (17,507) | UNF |
| 13 | BESB GRANT | 0 | 0 | 0 | 0 | 0 | 0 | FAV |
| 14 | SPECIAL EDUCATION GRANTS | 1,073,793 | 1,324,940 | 967,715 | 0 | 967,715 | (357,225) | UNF |
| 15 | OTHER STATE GRANTS | 1,073,793 | 1,324,940 | 967,715 | 0 | 967,715 | (357,225) | UNF |
| 16 | RENTAL INCOME | 20,610 | 3,500 | 21,000 | 0 | 21,000 | 17,500 | FAV |
| 17 | DESIGNATED FROM PRIOR YEAR | 150,000 | 0 | 0 | 0 | 0 | 0 | FAV |
| 18 | OTHER REVENUE | 18,429 | 20,980 | 29,129 | 0 | 29,129 | 8,149 | FAV |
| 19 | TRANSFER IN | 0 | 0 | 0 | 0 | 0 | 0 | FAV |
| 20 | MISCELLANEOUS INCOME | 189,039 | 24,480 | 50,129 | 0 | 50,129 | 25,649 | FAV |
| 21 | BUILDING RENOVATION GRANTS | 6,491 | 6,491 | 6,491 | 0 | 6,491 | 0 | FAV |
| 22 | TOTAL REVENUES | 46,873,257 | 47,835,699 | 47,482,621 | 3,995 | 47,486,616 | (349,083) | 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 2016-2017

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 | COL 7 |
|-------------|--|-------------------|-------------------|-------------------|----------------------|-------------------|---------------------|--------------|
| | | 2015-2016 | 2016-2017 | JAN '17 | CHANGE | FEB '17 | VARIANCE | FAV |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | INCR./(DECR.) | FORECAST | OVER/(UNDER) | UNF |
| 1 | 5111-CERTIFIED SALARIES | 19,988,435 | 20,577,557 | 20,429,912 | (14,741) | 20,415,171 | (162,386) | FAV |
| 2 | 5112-CLASSIFIED SALARIES | 4,138,216 | 4,390,379 | 4,355,553 | (3,339) | 4,352,214 | (38,165) | FAV |
| 3 | SALARIES | 24,126,651 | 24,967,936 | 24,785,465 | (18,080) | 24,767,385 | (200,551) | FAV |
| 4 | 5200-MEDICARE - ER | 326,618 | 334,538 | 344,202 | (122) | 344,080 | 9,542 | UNF |
| 5 | 5210-FICA - ER | 257,153 | 259,642 | 271,544 | 1,728 | 273,272 | 13,630 | UNF |
| 6 | 5220-WORKERS' COMPENSATION | 220,492 | 230,851 | 230,851 | 0 | 230,851 | 0 | FAV |
| 7 | 5255-MEDICAL & DENTAL INSURANCE | 4,080,297 | 4,171,526 | 4,072,271 | (212,481) | 3,859,790 | (311,736) | FAV |
| 8 | 5860-OPEB TRUST | 152,104 | 157,272 | 157,272 | 0 | 157,272 | 0 | FAV |
| 9 | 5260-LIFE INSURANCE | 41,159 | 42,123 | 44,617 | 7 | 44,624 | 2,501 | UNF |
| 10 | 5275-DISABILITY INSURANCE | 8,698 | 8,790 | 9,118 | 0 | 9,118 | 328 | UNF |
| 11 | 5280-PENSION PLAN - CLASSIFIED | 772,191 | 862,404 | 862,404 | 0 | 862,404 | 0 | FAV |
| 12 | 5281- DEFINED CONTRIBUTION RETIREMENT PLAN | 0 | 0 | 41,074 | 0 | 41,074 | 41,074 | UNF |
| 12 | 5282-RETIREMENT SICK LEAVE - CERT | 110,446 | 25,900 | 25,900 | 0 | 25,900 | 0 | FAV |
| 13 | 5283-RETIREMENT SICK LEAVE - CLASS | 0 | 2,062 | 2,062 | 0 | 2,062 | 0 | FAV |
| 14 | 5284-SEVERANCE PAY - CERTIFIED | 110,586 | 33,100 | 33,100 | 0 | 33,100 | 0 | FAV |
| 15 | 5290-UNEMPLOYMENT COMPENSATION | 18,599 | 15,000 | 15,000 | 0 | 15,000 | 0 | FAV |
| 16 | 5291-CLOTHING ALLOWANCE | 0 | 0 | 2,000 | 0 | 2,000 | 2,000 | UNF |
| 17 | BENEFITS | 6,098,343 | 6,143,208 | 6,111,415 | (210,868) | 5,900,547 | (242,661) | FAV |
| 18 | 5322-INSTRUCTIONAL PROG IMPROVEMENT | 7,489 | 16,750 | 16,750 | 0 | 16,750 | 0 | FAV |
| 19 | 5327-DATA PROCESSING | 71,261 | 79,062 | 88,062 | 0 | 88,062 | 9,000 | UNF |
| 20 | 5330-OTHER PROFESSIONAL & TECHNICAL SRVC | 1,011,021 | 1,075,935 | 1,082,435 | 0 | 1,082,435 | 6,500 | UNF |
| 21 | 5440-RENTALS - LAND, BLDG, EQUIPMENT | 74,430 | 102,581 | 102,581 | 0 | 102,581 | 0 | FAV |
| 22 | 5510-PUPIL TRANSPORTATION | 2,580,938 | 2,957,249 | 2,788,989 | (9,678) | 2,779,311 | (177,938) | FAV |
| 23 | 5521-GENERAL LIABILITY INSURANCE | 199,448 | 220,548 | 220,548 | 0 | 220,548 | 0 | FAV |
| 24 | 5550-COMMUNICATIONS: TEL, POST, ETC. | 97,324 | 114,924 | 114,924 | 0 | 114,924 | 0 | FAV |
| 25 | 5560-TUITION EXPENSE | 3,137,962 | 3,757,143 | 3,402,449 | (14,043) | 3,388,406 | (368,737) | FAV |
| 26 | 5590-OTHER PURCHASED SERVICES | 70,038 | 84,845 | 84,845 | 0 | 84,845 | 0 | FAV |
| 27 | PURCHASED SERVICES | 7,249,910 | 8,409,037 | 7,901,583 | (23,721) | 7,877,862 | (531,175) | 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 2016-2017

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 | COL 7 |
|-------------|--|-------------------|-------------------|-------------------|----------------------|-------------------|---------------------|--------------|
| | | 2015-2016 | 2016-2017 | JAN '17 | CHANGE | FEB '17 | VARIANCE | FAV |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | INCR./(DECR.) | FORECAST | OVER/(UNDER) | UNF |
| 28 | 5830-INTEREST | 1,388,788 | 1,249,213 | 1,249,213 | 0 | 1,249,213 | 0 | FAV |
| 29 | 5910-REDEMPTION OF PRINCIPAL | 3,355,000 | 3,460,000 | 3,460,000 | 0 | 3,460,000 | 0 | FAV |
| 30 | DEBT SERVICE | 4,743,788 | 4,709,213 | 4,709,213 | 0 | 4,709,213 | 0 | FAV |
| 31 | 5410-UTILITIES, EXCLUDING HEAT | 699,464 | 806,764 | 728,279 | 0 | 728,279 | (78,485) | FAV |
| 32 | 5420-REPAIRS, MAINTENANCE & CLEANING | 713,049 | 714,645 | 714,645 | 0 | 714,645 | 0 | FAV |
| 33 | 5611-INSTRUCTIONAL SUPPLIES | 358,124 | 392,007 | 392,007 | 0 | 392,007 | 0 | FAV |
| 34 | 5613-MAINTENANCE/CUSTODIAL SUPPLIES | 201,643 | 212,565 | 212,565 | 0 | 212,565 | 0 | FAV |
| 35 | 5620-OIL USED FOR HEATING | 38,676 | 36,500 | 36,500 | 0 | 36,500 | 0 | FAV |
| 36 | 5621-NATURAL GAS | 86,932 | 93,706 | 93,706 | 0 | 93,706 | 0 | FAV |
| 37 | 5627-TRANSPORTATION SUPPLIES | 95,812 | 109,740 | 109,740 | 0 | 109,740 | 0 | FAV |
| 38 | 5641-TEXTS & DIGITAL RESOURCES | 143,620 | 73,769 | 73,769 | 0 | 73,769 | 0 | FAV |
| 39 | 5642-LIBRARY BOOKS & PERIODICALS | 20,968 | 22,257 | 22,257 | 0 | 22,257 | 0 | FAV |
| 40 | 5690-OTHER SUPPLIES | 486,416 | 501,394 | 501,394 | 0 | 501,394 | 0 | FAV |
| 41 | SUPPLIES (INCLUDING UTILITIES) | 2,844,704 | 2,963,347 | 2,884,862 | 0 | 2,884,862 | (78,485) | FAV |
| 42 | 5730-EQUIPMENT - NEW | 67,742 | 28,128 | 28,128 | 0 | 28,128 | 0 | FAV |
| 43 | 5731-EQUIPMENT - REPLACEMENT | 271,167 | 145,032 | 145,032 | 0 | 145,032 | 0 | FAV |
| 44 | EQUIPMENT | 338,909 | 173,160 | 173,160 | 0 | 173,160 | 0 | FAV |
| 45 | 5715-IMPROVEMENTS TO BUILDING | 61,496 | 32,000 | 32,000 | 0 | 32,000 | 0 | FAV |
| 45a | 5715-FACILITIES CONTINGENCY | 100,000 | 100,000 | 100,000 | 0 | 100,000 | 0 | FAV |
| 45b | TRSF. FROM FACILITIES CONTINGENCY | (100,000) | 0 | 0 | 0 | 0 | 0 | FAV |
| 46 | 5720-IMPROVEMENTS TO SITES | 115,203 | 29,000 | 29,000 | 0 | 29,000 | 0 | FAV |
| 47 | 5850-DISTRICT CONTINGENCY | 150,000 | 150,000 | 150,000 | 0 | 150,000 | 0 | FAV |
| 47a | TRSF. FROM CONTINGENCY TO OTHER ACCTS. | (150,000) | 0 | (50,074) | 1,500 | (48,574) | (48,574) | FAV |
| 48 | IMPROVEMENTS / CONTINGENCY | 176,699 | 311,000 | 260,926 | 1,500 | 262,426 | (48,574) | FAV |
| 49 | 5580-STAFF TRAVEL | 16,587 | 24,050 | 24,050 | 0 | 24,050 | 0 | FAV |
| 50 | 5581-TRAVEL - CONFERENCES | 26,593 | 36,120 | 36,120 | 0 | 36,120 | 0 | FAV |
| 51 | 5810-DUES & FEES | 83,338 | 98,628 | 98,628 | 0 | 98,628 | 0 | FAV |
| 52 | DUES AND FEES | 126,518 | 158,798 | 158,798 | 0 | 158,798 | 0 | FAV |
| 53 | 5856-TRANSFER ACCOUNT | 427,713 | 0 | 195,000 | 150,000 | 345,000 | 345,000 | UNF |
| 54 | ESTIMATED UNSPENT BUDGETS | 0 | 0 | 0 | 0 | 0 | 0 | FAV |
| 55 | TOTAL EXPENDITURES | 46,133,235 | 47,835,699 | 47,180,422 | (101,169) | 47,079,253 | (756,446) | 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 2016-2017**



FEBRUARY 2017

2016-2017 FORECAST

Potential Use of Unspent Fund Balance:

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

The District hired vanZelm's Engineering to evaluate the airhandler units. A list of priority projects was included in the recent bond referendum and will be scheduled soon. Many other airhandlers are now 24 years old, surpassing the estimated 20 year life use.

The forecast includes \$195,000 UNF of the unspent fund balance will be designated to purchase airhandlers in the capital plan. In this way, there are funds set aside to repair air handlers if they should fail prior to being funded in two or three years. This removes an increase in the capital improvement plan for the 2018-2019 and keeps the plan more level funded. The forecast includes the first phase of funding a 1:1 device plan at \$150,000. The plan details will be presented later in the calendar year. This appears on page 4, column 6, line 54.

OVERVIEW

The projected unspent fund balance for this fiscal year is **\$407,363 FAV** (previously **\$301,199 FAV**), which appears on page 1, column 6, line 20.

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$349,083 UNF** (previously **\$353,078 UNF**), which appears on page 2, column 6, line 22.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based on information from the State.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget is based on the expectation interest rates will remain low, but slightly higher than budgeted. The projected forecast is **\$6,995 FAV** previously **\$1,000 FAV**

| <u>Month</u> | <u>Peoples United</u> | <u>State Treasurer's Investment Fund</u> |
|----------------|-----------------------|--|
| July 2016 | 0.397 % | 0.460 % |
| August 2016 | 0.400 % | 0.460 % |
| September 2016 | 0.400% | 0.360% |
| October 2016 | 0.400% | 0.360% |
| November 2016 | 0.400% | 0.420% |
| December 2016 | 0.394% | 0.450% |
| January 2017 | 0.394% | 0.584% |
| February 2017 | | |
| March 2017 | | |
| April 2017 | | |
| May 2017 | | |
| June 2017 | | |

LINE 8 on Page 2: ATHLETICS:

The forecast is based on a historical analysis and actual revenue collected. The forecast projects the revenue will be down **\$9,500 UNF** previously **\$7,500 UNF**

LINE 9 on Page 2: TUITION REVENUE:

The budget is based on four tuition students, three at full tuition rate and one student at reduced employee rate. The actual tuition charged is higher than budgeted. Three new tuition students enrolled in the District. One tuition student moved into the District after two months. The projected variance is **\$39,137 FAV** (previously \$39,137 FAV).

LINE 10 on Page 2: TRANSPORTATION INCOME:

The forecast is based on historical data and the State cap. Transportation income decreased due to the State eliminating funding for most transportation. The projected forecast is \$22,100 resulting in a **\$52,776 UNF (previously \$49,718 UNF)** shortfall. *The forecast is revised based on magnet school transportation reporting.*

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The State reimbursement rate for 2016-2017 is not known at this time. The budget assumes a rate of 79.0 percent. The forecast estimates the reimbursement rate will be at 75%, \$67,086 UNF The forecast indicates grants will be lower based on current estimates of the outplacement costs. The forecast has been revised to reflect current costs and reimbursements, based on the most recent information. Revenue is estimated to be **\$357,225 UNF** (previously \$357,225 UNF) based on the December SEDAC-G report filed with the State.

LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on a historical analysis and actual revenue collected. The projected variance is **\$17,500 FAV**.

LINE 18 on Page 2: OTHER REVENUE:

CIRMA issued Members' equity Distribution check to Amity in the amount of \$12,452. The District received a check for load shed participation for the second quarter of the calendar year in the amount of \$3,149. The projected variance is ***\$8,149 FAV (previously, \$8,149 FAV)***.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is ***\$756,446 FAV (previously \$655,277 FAV)***, which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

Current projection is for \$162,386 FAV (previously \$147,645 FAV) balance. Staff turnover exceed budget (\$6,135 FAV), two unpaid leaves of absences (\$44,038 FAV) at the start of the school year, two less full year coverage assignments (\$20,365 FAV) account for the favorable variance. Staff vacancy of \$4,587 and assignment changes account for \$23,850 for a partial position not needed. Forecast reflects an additional unpaid leave of absence. Forecast for substitutes was lowered by \$16,000 FAV and staff turnover savings increased by \$5,000 FAV. ***A few coaching positions at the middle school were vacant in the fall and winter season resulting in \$14,741 savings FAV.***

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

Current projection for classified staff is a favorable variance of \$38,165 FAV, (previously \$34,826 FAV). Final contract settlements were under budget. Staff turnover resulted in savings of \$13,043 FAV. This is offset by the additional para position needed \$21,366 UNF. The new paraeducator's salary is \$5,000 less based on actual start date and staff vacancies account for \$7,800.

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

The forecast is based on the actual staff salaries and the forecast projects these accounts will be over budget ***\$23,172 UNF (previously \$21,568 UNF)*** The accounts were reviewed and calculated again to correct the prior estimate.

LINE 6: 5220-WORKERS' COMPENSATION:

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be 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)***. The current projection is under budget ***\$360,588 FAV (previously \$166,368 FAV)***. ***January claims are under budget by \$194,220 FAV and fees are under budget \$48,852 FAV.***

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

| MONTH | 2016-2017 ACTUAL | 2016-2017 BUDGET | VARIANCE | 2015-2016 ACTUAL | 2014-2015 ACTUAL |
|-------------------|-----------------------------|-----------------------------|---------------------|-----------------------------|-----------------------------|
| <i>JUL</i> | \$ 309,902 | \$ 372,267 | \$ (62,365) | \$ 424,798 | \$ 311,067 |
| <i>AUG</i> | \$ 466,996 | \$ 372,267 | \$ 94,729 | \$ 298,314 | \$ 336,053 |
| <i>SEP</i> | \$ 250,040 | \$ 372,267 | \$ (122,227) | \$ 311,187 | \$ 282,989 |
| <i>OCT</i> | \$ 250,625 | \$ 372,267 | \$ (121,642) | \$ 316,592 | \$ 368,169 |
| <i>NOV</i> | \$ 307,308 | \$ 372,267 | \$ (64,959) | \$ 382,903 | \$ 326,683 |
| <i>DEC</i> | \$ 482,363 | \$ 372,267 | \$ 110,096 | \$ 416,646 | \$ 419,537 |
| <i>JAN</i> | \$ 178,047 | \$ 372,267 | \$ (194,220) | \$ 382,654 | \$ 284,899 |
| FEB | \$ 372,267 | \$ 372,267 | \$ - | \$ 253,140 | \$ 330,398 |
| MAR | \$ 372,267 | \$ 372,267 | \$ - | \$ 360,554 | \$ 269,027 |
| APR | \$ 372,267 | \$ 372,267 | \$ - | \$ 479,532 | \$ 302,864 |
| MAY | \$ 372,267 | \$ 372,267 | \$ - | \$ 370,820 | \$ 291,612 |
| JUN | \$ 372,271 | \$ 372,271 | \$ - | \$ 320,630 | \$ 308,985 |
| TOTALS | \$ 4,106,620 | \$4,467,208 | \$ (360,588) | \$4,317,770 | \$3,832,283 |

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

| 2013-2014 ACTUAL | 2014-2015 ACTUAL | 2015-2016 ACTUAL | 2016-2017 BUDGET | 2016-2017 FORECAST |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------------|
| 103.8% | 87.3% | 99.88% | 100.0% | <i>91.9%</i> |

Note: 2016-2017 FORECAST of projected claims for this fiscal year as a percentage of expected claims is based on actual year-to-date claims plus budgeted claims for the remainder of the year divided by expected (budgeted) claims.

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

| MONTH | 2016-2017 ACTUAL | 2016-2017 BUDGET | VARIANCE | 2015-2016 ACTUAL | 2014- 2015 ACTUAL |
|-------------------|-----------------------------|-----------------------------|--------------------|-----------------------------|----------------------------------|
| <i>JUL</i> | \$ 79,407 | \$ 60,023 | \$ 19,384 | \$ 95,297 | \$ 85,723 |
| <i>AUG</i> | \$ 101,465 | \$ 60,023 | \$ 41,442 | \$ 87,514 | \$ 88,370 |
| <i>SEP</i> | \$ 75,692 | \$ 60,023 | \$ 15,669 | \$ 73,583 | \$ 96,853 |
| <i>OCT</i> | \$ 80,902 | \$ 60,023 | \$ 20,879 | \$ 76,154 | \$ 97,604 |
| <i>NOV</i> | \$ 46,802 | \$ 60,023 | \$ (13,221) | \$ 41,351 | \$ 55,394 |
| <i>DEC</i> | \$ 42,983 | \$ 60,023 | \$ (17,040) | \$ 40,224 | \$ 47,437 |
| <i>JAN</i> | \$ 41,762 | \$ 60,023 | \$ (18,261) | \$ 29,552 | \$ 47,120 |
| FEB | \$ 60,023 | \$ 60,023 | \$ - | \$ 38,454 | \$ 46,962 |
| MAR | \$ 60,023 | \$ 60,023 | \$ - | \$ 39,472 | \$ 46,314 |
| APR | \$ 60,023 | \$ 60,023 | \$ - | \$ 39,177 | \$ 46,798 |
| MAY | \$ 60,023 | \$ 60,023 | \$ - | \$ 28,560 | \$ 46,805 |
| JUN | \$ 60,024 | \$ 60,024 | \$ - | \$ 28,670 | \$ 47,120 |
| TOTALS | \$ 769,129 | \$ 720,277 | \$ 48,852 | \$ 618,008 | \$ 752,500 |

LINE 9: 5260-LIFE INSURANCE:

The forecast is based on the current staff. The projected variance is **\$2,494 UNF based on updated salary information (previously \$871 UNF)**.

LINE 10: 5275-DISABILITY INSURANCE:

The forecast is based on the current staff. *The forecast projects \$328 UNF after the policy was updated with current staffing and coverages.*

LINE 11: 5281-DEFINED CONTRIBUTION RETIREMENT PLAN:

The District negotiated into most of the classified contracts the establishment of a defined contribution pension plan. Fiduciary Investment Advisors was contracted to bid the services. International City Management Associate (ICMA-RC) was selected to administer the plan. *A meeting was held in January to provide participants information and to assist staff in activating their accounts. The activation process is ongoing.* The establishment of the defined contribution plan was not in the budget but is expected to save the District money over time. The current forecast projects the District's contribution will be \$41,074 UNF.

LINE 19: DATA PROCESSING: The forecast includes the implementation costs for the AESOP and Veritime modules to automate the substitute coverage process while

recording of staff attendance. \$9,000 UNF – *This transaction is scheduled for a Board vote this month.*

LINE 20: 5330-PROFESSIONAL TECHNICAL SERVICES:

The financial audit premium is reduced by \$2,500. The minimum threshold for Federal grant testing has been increased. The District's Federal grants do not meet the threshold so less field work is required. *Legal costs are projected to exceed the budget by \$50,000 UNF. Board directed legal services are \$1,985 YTD, Administrative legal services are \$11,565 YTD, Negotiation legal services are \$7,420 YTD, Personnel legal services are \$2,080 YTD and Special Education legal services are \$39,596 YTD.* The forecast reflects savings from the Xerox contract for the remainder of the fiscal year. \$2,458 FAV. *There are not as many interns contracted as budgeted, a favorable variance of \$36,000.* The projected variance is *\$6,500 UNF previously (16,500 UNF)*

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of **\$177,938 FAV (previously \$168,260 FAV)**. The forecast is based on the current transportation needs of the students. There continue to be changes throughout the year.

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Tuition has a projected variance of **\$368,737 FAV (previously \$354,695)**. The forecast is based on current students and their placements and will change throughout the year.

Tuition for the vo-ag schools has a projected variance of **\$41,486 FAV (previously \$38,601) FAV.**

| | FY12-13 ACTUAL | FY13-14 ACTUAL | FY14-15 ACTUAL | FY15-16 ACTUAL | FY16-17 BUDGET | FY16-17 FORECAST |
|----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| Sound | 8 | 7 | 5 | 4 | 5 | 3 |
| Trumbull | 2 | 2 | 2 | 3 | 4 | 3 |
| Nonnewaug | 2 | 2 | 1 | 3(5) ^a | 3 | 2 |
| Common Guard Charter HS | 0 | 0 | 1 | 1 | 1 | 0 |
| ACES Wintergreen Magnet | 2 | 1 | 0 | 0 | 0 | 0 |
| King Robinson Magnet | 0 | 0 | 0 | 1 | 1 | 0 |
| Engineering Science Magnet | 0 | 0 | 0 | 0 | 1 | 1 |
| Totals | 14 | 12 | 9 | 12(14) | 15 | 9 |

Note ^a: Two students left on April 15, 2016.

ECA has a projected variance of **\$45,450 FAV (previously \$45,450 FAV)**.

| | FY12-13 ACTUAL | FY13-14 ACTUAL | FY14-15 ACTUAL | FY15-16 ACTUAL | FY16-17 BUDGET | FY16-17 FORECAST |
|------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| ECA | 26 | 26 | 26 | 22 | 25 | 15 |

Public (ACES) and private out-of-district placements has a projected variance of **\$281,801 FAV (previously \$270,643) FAV**.

| | FY12-13 ACTUAL | FY13-14 ACTUAL | FY14-15 ACTUAL | FY15-16 ACTUAL | FY15-16 BUDGET | FY15-16 FORECAST |
|-----------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| Public SPED | 8 | 6 | 10 | 6 | 7 | 6 |
| Private SPED | 21 | 25 | 24 | 26 | 31 | 27 |
| Totals | 29 | 31 | 34 | 32 | 38 | 33 |

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

The 2016-2017 budget for electricity assumes the use of 3,888,929 kilowatt hours at an average price of \$0.1909 per kilowatt hour, or a cost of \$743,506. The forecast projects 3,866,501 kilowatt hours will be used for a savings of \$5,442 FAV. Last year we used 3,651,004 KWH. To date we have used 671,932 at an average price of \$0.1814/KWH. This is 42,219 KWH less than last year. Jim Saisa, Facilities Director, now estimates we will use 3,608,785 KWH at the year-to-date average price of \$0.1814 for a total of \$654,633 or a favorable balance of \$83,431. FAV

ELECTRICITY (KILOWATT HOURS)

| MONTH | 2016-2017 FORECAST | 2016-2017 BUDGET | VARIANCE | 2015-2016 ACTUAL | 2014-2015 ACTUAL |
|------------|-----------------------|---------------------|------------------|---------------------|---------------------|
| <i>JUL</i> | <i>308,892</i> | 352,346 | <i>(43,454)</i> | 339,296 | 321,976 |
| <i>AUG</i> | <i>363,040</i> | 363,649 | <i>(609)</i> | 374,855 | 331,999 |
| <i>SEP</i> | <i>336,638</i> | 363,425 | <i>(26,787)</i> | 361,951 | 349,784 |
| <i>OCT</i> | <i>280,809</i> | 305,266 | <i>(24,457)</i> | 293,904 | 292,657 |
| <i>NOV</i> | <i>283,913</i> | 292,634 | <i>(8,721)</i> | 276,758 | 287,227 |
| DEC | 297,359 | 297,359 | - | 269,037 | 297,565 |
| JAN | 309,596 | 309,596 | - | 273,192 | 290,906 |
| FEB | 315,360 | 315,360 | - | 291,283 | 319,356 |
| MAR | 313,935 | 313,935 | - | 297,274 | 321,785 |
| APR | 311,573 | 311,573 | - | 276,797 | 304,672 |
| MAY | 328,343 | 328,343 | - | 300,487 | 318,196 |
| JUN | 335,443 | 335,443 | - | 296,170 | 336,991 |
| Totals | 3,784,901 | 3,888,929 | (104,028) | 3,651,004 | 3,773,114 |

Note: 2016-2017 Actual Kilowatt Hours shown in bold italics.

The budget assumes there will not be a Load Shed credit. There were two load shed events this summer. We participated fully in one event. The second load shed credit has been received in the amount of \$2,745.

The budget for propane is \$3,000. The forecast is *\$2,406*, or **\$594 FAV** under budget.

Sewer costs are budgeted at \$32,000, *the forecast reflects the most recent billing information with a total cost of \$37,486 which is \$5,846 UNF. Rates increased 10% and usage rose. All systems are monitored regularly for leaks and none have been detected.*

The budget for water is \$33,700, which is the forecast.

LINE 32 on Page 4: 5420-REPAIRS, MAINTENANCE & CLEANING:

The budget for snow removal and sanding is \$67,500. *Snow removal costs through December 2016, total \$13,915.*

DEGREE DAYS: The number of degree days are 2,100 fiscal year to date compared to 1,919 degree days last year.

LINE 35 on Page 4: 5620-OIL USED FOR HEATING:

The budget is \$36,500. Bethany Middle School is budgeted to use 20,000 gallons, at a price of \$1.75 per gallon, or \$35,000. The budget includes \$1,500 for the generators at all three schools.

LINE 36 on Page 4: 5621-NATURAL GAS:

The budget for natural gas is \$93,703, which is the forecast. Now that the fuel cell is fully functional, the account will be monitored for savings. The 2016-17 budget assumes there will be \$35,000 in savings.

LINE 45 on Page 4: 5715-IMPROVEMENTS TO BUILDING:

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

LINE 47 on Page 4: 5850-CONTINGENCY:

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. The forecast assumes these funds will be entirely used. **The current balance is \$101,426 which includes the new funding request in the month's packet.**

- \$41,074 UNF for the District's contributions to the Defined Contribution Retirement Plan.
- *\$7,500 UNF (previously \$9,000) for the implementation of AESOP and VeriTime software modules to manage substitute coverage and staff attendance. AFC voted in favor in December, BOE is voting on in February.*

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2016-2017

TOTAL ANNUAL SAVINGS TO-DATE OF: \$ 588,370

\$15,808: The Director of Pupil Services found a company that arranges special education transportation runs that are provided for individual students to on private transportation vehicles approved for transporting school children.

\$6,563: The Director of Finance and Administration negotiated the price of the Student Accident Insurance down from \$34,881 to \$28,318.

\$19,325: One of the high school teachers, Jeremy Iverson, applied for and received a grant from Frontier Communications. The grant is to be used to purchase production equipment for the film courses and production room. This reduces the amounts that would be funded through the general fund.

\$8,300: The Director of Facilities is implementing another module of School Dude software for facility usage. The time staff spends and paper used to process, print, research, and invoice will be significantly reduced. The electronic process streamlines the flow of approvals and eliminates the need to physically track down an application.

\$2,000: All of the old style televisions mounted in the classrooms at Amity Regional High School are no longer needed. It was quoted to cost \$50 per TV to recycle. The Town of Woodbridge Transfer Station has agreed to take the TV's and recycle them for us.

\$1,000: All of the components of the fuel cell came in large crates and packing pallets. The wood used in these delivery means is very good. The Technical Education program at Amity Regional High School is dismantling the crates and pallets and using the wood for their program. This eliminates Fuel Cell Energy from disposing of a good resource and helps defray costs in the budget.

\$663: The District Office cut the number of copies of the New Haven Register delivered from 3 down to 1 copy.

ENERGY STAR CERTIFIED FACILITIES: Two of Amity's buildings were recently recognized as Energy Star certified! Amity Regional High School and Amity Middle School – Orange Campus recently were notified that their applications for an Energy Star rating were approved. Amity Middle School -Bethany Campus is currently under review by a different utility company. This recognition is a culmination of efforts by the Facilities Department, Finance Staff and Board of Education support to energy initiatives.

\$6,800: The T-8 bulbs are being replaced in the District with LED with our recent lighting project. The retired bulbs would cost \$0.64 per bulb to recycle. We have offered them to other school districts to avoid this cost. Many of the available bulbs have been picked up by 3 different districts.

\$1,070: Referendum mailing was done as a folded flyer rather than a stuffed envelope mailing. The flyer was printed and folded in house and no envelopes were purchased.

\$2,025: Older versions of Math textbooks that were no longer in use in Amity were sold to another school district. The funds were used to repair and/or purchase graphing calculators.

\$ 2,458: Xerox copier and print management contract was renegotiated. New machines with higher functionality will be leased at a lower cost. This savings is for half of the fiscal year as the new pricing starts January 2017.

\$522,358: Bonds were refinanced at a lower interest rate. Savings will be captured over the next eight years, with the largest amount in the 2017-2018 budget.

There is a detailed history of the District's efforts to save dollars and operate efficiently. This information is posted on the District's website:

- **Energy Savings Initiatives for the past decade**
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=30983906>
- **District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies**
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=27984932>
- **Fiscal Year 2015-2016 – \$125,911**
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=27984930>
- **Fiscal Year 2014-2015 – \$139,721**
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=27984928>

APPENDIX B

MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

PURPOSE & METHODOLOGY:

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

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

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

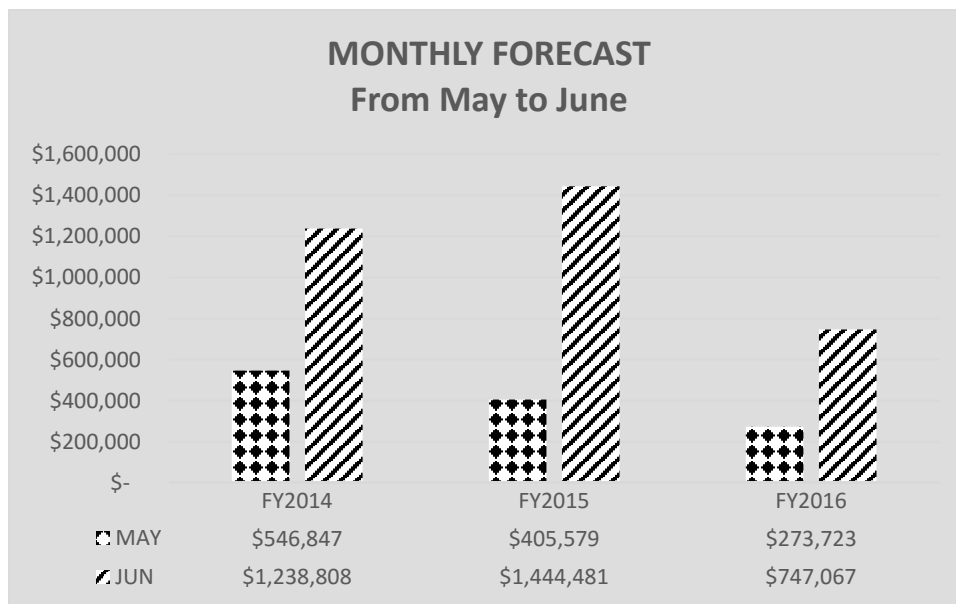
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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

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

HISTORICAL:

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



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

FY2014:

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

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

FY2015:

The projected fund balance was \$1,444,481. The monthly forecast for May 2015 projected a fund balance of \$405,579, or **\$1,038,902 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

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

FY2016:

The audited fund balance is \$1,319,839. The monthly forecast for May 2016 projected a fund balance of \$273,723 which included \$427,713 transferred into Capital Reserve and a debt of \$145,086 owed to the State. The change is **\$473,344 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:

- **\$237,904:** 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.
- **\$107,099:** Purchased services were lower than forecasted. Athletics held fewer home contests, did not have a need for assistant coaches in a few middle school sports and cheerleading did not field a squad. Intern were fewer than budgeted. Less than anticipated need for psychiatric consults and other consultants at PPTs.

- **\$85,857:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year. The reimbursement rate was 77.63% which is higher than the budgeted rate of 75%. The prior year adjustment was positive as were the changes in student placements.

APPENDIX C

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 D

RECAP OF 2014-2015

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

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

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

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

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

OTHER: **\$ 996,945**

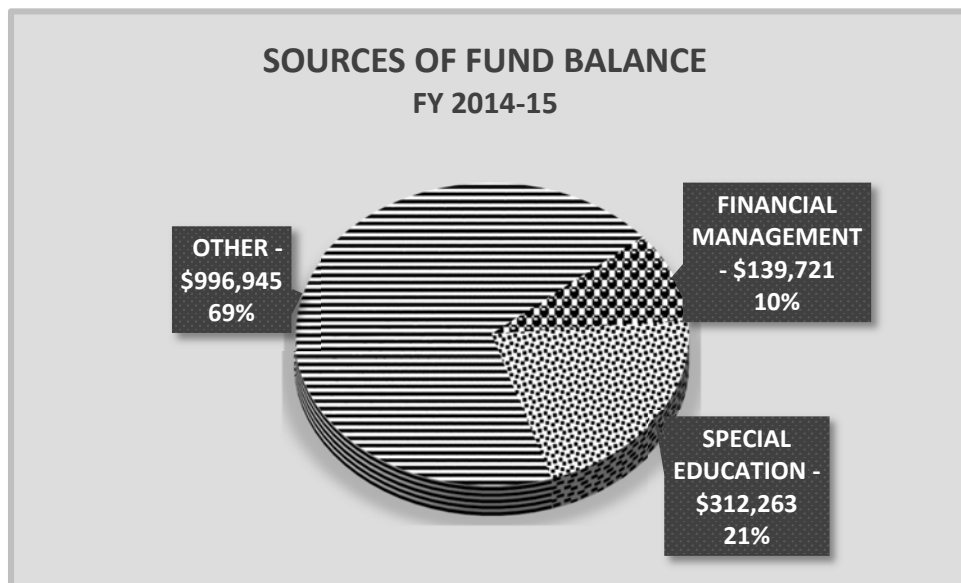
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

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

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

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

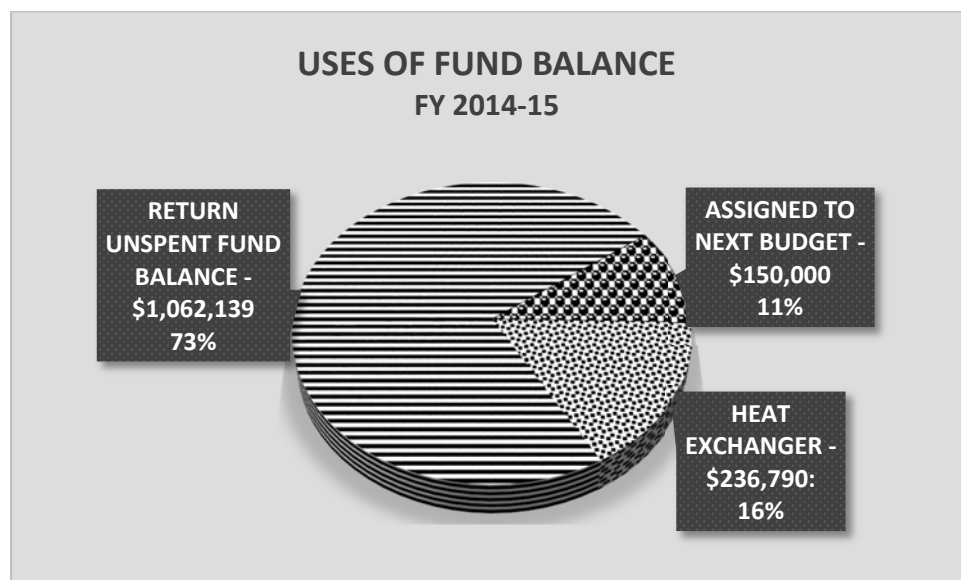
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

APPENDIX E

RECAP OF 2015-2016

Return Unspent Fund Balance:

The cancellation of 2014-2015 encumbrances of \$1,035 will be 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. Once the audit is final for 2015-2016, the funds will be returned.

| | |
|-------------------|-----------------------|
| <i>Bethany</i> | <i>\$ 215</i> |
| <i>Orange</i> | <i>\$ 509</i> |
| <i>Woodbridge</i> | <i><u>\$ 310</u></i> |
| <i>Total</i> | <i><u>\$1,035</u></i> |

The audited fund balance for 2015-2016 is \$1,319,839. The Amity Board of Education previously voted to designate \$427,713 for Capital Improvement Projects. There are two other funding requests for discussion at the August 8, 2016 meetings of the Amity Finance Committee and the Amity Board of Education meetings.

FINANCIAL MANAGEMENT:

\$ 318,642

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$136,911. Utilities for electricity, heating oil and natural gas were below budget due to many conservation efforts and price negotiations.

SPECIAL EDUCATION (NET)

\$ 350,967

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The State reimbursement rate fluctuates throughout the year. The budget forecasted 75% reimbursement rate and the final rate was 77.63%.

OTHER:

\$ 650,230

\$395,748: "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

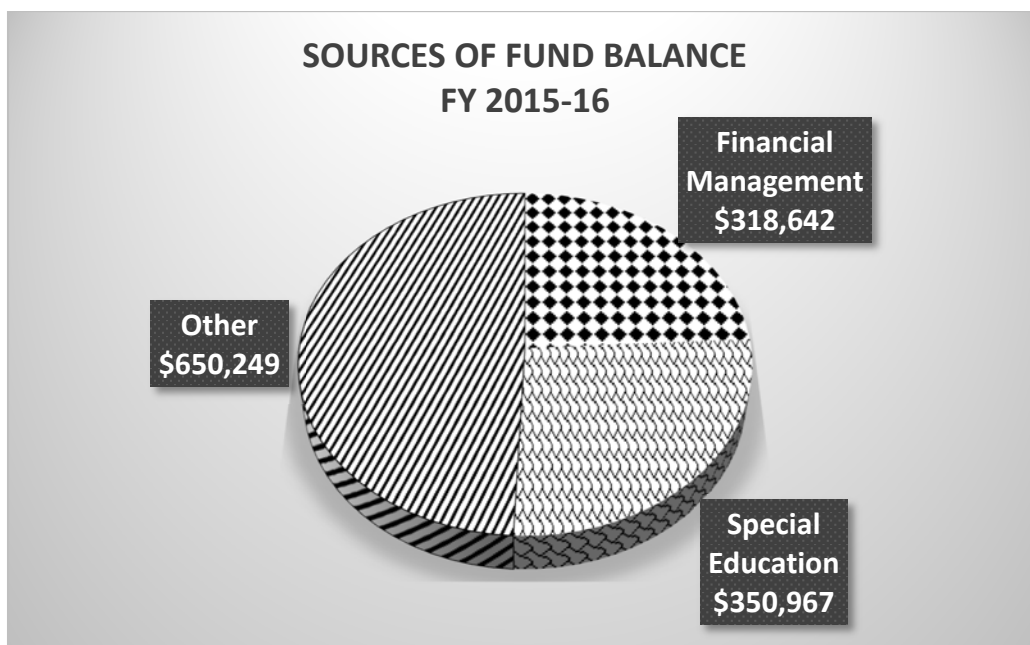
\$30,315: The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

\$107,099: Purchased services costs were lower due to a number of factors. There were less interns than anticipated. Fewer home athletic contests at the high school which required fewer officials, monitors, and scorekeepers; and less than anticipated need for psychiatric consults, professional's attendance at PPTs and behavior specialists' services.

\$62,385: The bid for the stone coping repair project at Amity Regional High School was under budget.

\$42,438: Transportation costs were less for athletics and less diesel fuel was used for all bus services than anticipated.

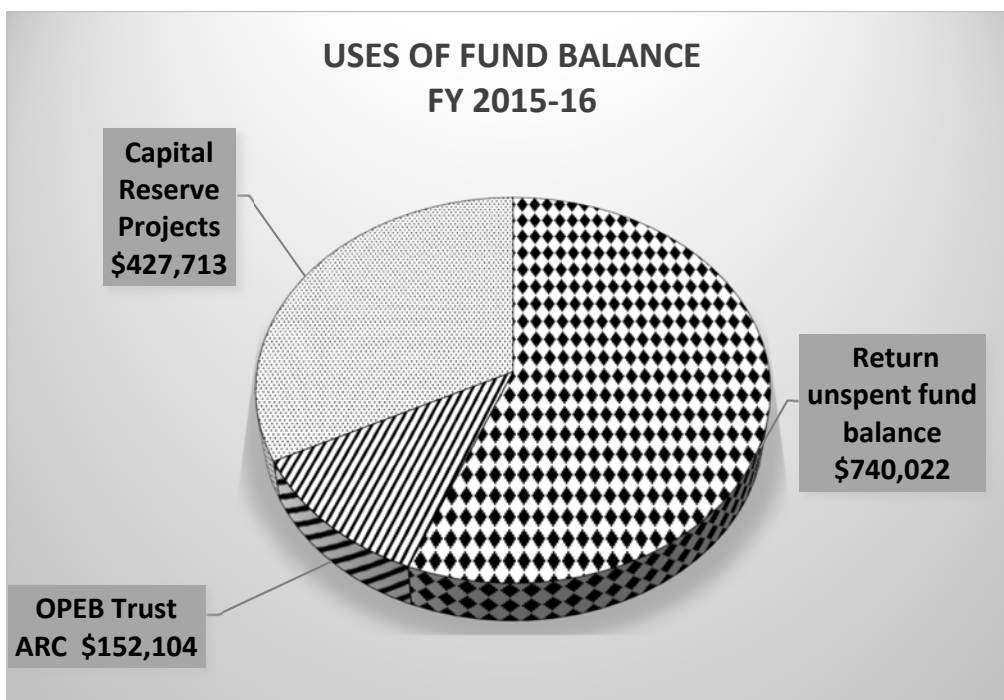
The primary sources of the fund balance are shown graphically below:



1. **\$740,022** – Return of unspent fund balance pending audit presentation

2. **\$152,104** - Designated for the 2015-2016 OPEB Trust ARC
3. **\$427,713** -Transferred into the Reserve Fund for Capital and Nonrecurring Expenses for a variety of projects. The projects include a lighting retrofit, replacing custodial equipment, renovating gym bleachers, replacing stairwell doors, replacing flooring and drinking fountains.

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

The *audited* unspent fund balance will be returned to the Member Towns, as follows:

| | |
|--------------|-------------------|
| Bethany | \$ 154,065 |
| Orange | \$ 365,549 |
| Woodbridge | \$ 220,408 |
| Total | \$ 740,022 |

| <u>MONTH/YR</u> | <u>JNL#</u> | <u>ACCOUNT NUMBER & DESCRIPTION</u> | | | <u>AMOUNT</u> | <u>DESCRIPTION</u> |
|-----------------|-------------|---|------|---------------------------------|---------------|--------------------------------|
| August 2016 | 154 | 03132220 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -1,000.00 | 8/8/16 BOE APPROVED Trans |
| August 2016 | 154 | 03111017 | 5611 | INSTRUCTIONAL SUPPLIES | \$ 1,000.00 | 8/8/16 BOE APPROVED Trans |
| August 2016 | 43 | 03111013 | 5730 | EQUIPMENT - NEW | \$ 400.00 | Sci Transfer |
| August 2016 | 43 | 03111013 | 5730 | EQUIPMENT - NEW | \$ 1,900.00 | Sci Transfer |
| August 2016 | 43 | 03111013 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -1,900.00 | Sci Transfer |
| August 2016 | 43 | 03111013 | 5731 | EQUIPMENT - REPLACEMENT | \$ -400.00 | Sci Transfer |
| August 2016 | 86 | 01111009 | 5810 | DUES & FEES | \$ 100.00 | MATH COUNTS MATH CLUB |
| August 2016 | 86 | 01111009 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -100.00 | MATH COUNTS MATH CLUB |
| August 2016 | 120 | 02111014 | 5611 | INSTRUCTIONAL SUPPLIES | \$ 1,065.00 | SUPPLIES FOR COMMON CORE |
| August 2016 | 120 | 02111014 | 5641 | TEXTBOOKS | \$ -1,065.00 | SUPPLIES FOR COMMON CORE |
| September 2016 | 104 | 01132120 | 5330 | OTHER PROFESSIONAL & TECH SRVC | \$ -200.00 | Author Visit for entire school |
| September 2016 | 104 | 01132220 | 5330 | OTHER PROFESSIONAL & TECH SRVC | \$ 200.00 | Author Visit for entire school |
| September 2016 | 106 | 04121200 | 5330 | OTHER PROFESSIONAL & TECH SRVC | \$ -1,360.00 | PROF DEV READING INSTRUCTION |
| September 2016 | 106 | 04121200 | 5581 | TRAVEL - CONFERENCES | \$ 1,360.00 | PROF DEV READING INSTRUCTION |
| September 2016 | 158 | 01111010 | 5611 | INSTRUCTIONAL SUPPLIES | \$ 500.00 | Supplies needed |
| September 2016 | 158 | 01111010 | 5420 | REPAIRS, MAINTENANCE & CLEANING | \$ -500.00 | Supplies needed |
| September 2016 | 200 | 04132140 | 5611 | INSTRUCTIONAL SUPPLIES | \$ 150.00 | TESTING MATERIAL BASC 3 |
| September 2016 | 200 | 04121200 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -150.00 | TESTING MATERIAL BASC 3 |
| October 2016 | 228 | 03111014 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -279.00 | Transfer Funds for ASCD member |
| October 2016 | 228 | 03111014 | 5810 | DUES & FEES | \$ 279.00 | Transfer Funds for ASCD member |
| November 2016 | 195 | 04132190 | 5642 | LIBRARY BOOKS & PERIODICALS | \$ -642.00 | TRANSITION CLASS-STOVE/HOOD |
| November 2016 | 195 | 04121200 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -340.00 | TRANSITION CLASS-STOVE/HOOD |
| November 2016 | 195 | 04121203 | 5730 | EQUIPMENT - NEW | \$ 982.00 | TRANSITION CLASS-STOVE/HOOD |
| November 2016 | 199 | 01142600 | 5731 | EQUIPMENT - REPLACEMENT | \$ 1,600.00 | AED Replacement |
| November 2016 | 199 | 01142600 | 5420 | REPAIRS, MAINTENANCE & CLEANING | \$ -1,600.00 | AED Replacement |
| November 2016 | 278 | 01142600 | 5410 | UTILITIES, EXCLUDING HEAT | \$ 600.00 | Bethany propane usage increase |
| November 2016 | 278 | 03142600 | 5410 | UTILITIES, EXCLUDING HEAT | \$ -600.00 | Bethany propane usage increase |
| December 2016 | 52 | 05142350 | 5730 | EQUIPMENT - NEW | \$ -2,500.00 | Frontier Fiber Cable |
| December 2016 | 52 | 05142350 | 5420 | REPAIRS, MAINTENANCE & CLEANING | \$ 2,500.00 | Frontier Fiber Cable |
| December 2016 | 141 | 05142350 | 5731 | EQUIPMENT - REPLACEMENT | \$ 2,500.00 | CHROMEBOOKS |
| December 2016 | 141 | 05142350 | 5690 | OTHER SUPPLIES | \$ -2,500.00 | CHROMEBOOKS |
| December 2016 | 193 | 02111006 | 5611 | INSTRUCTIONAL SUPPLIES | \$ 44.00 | SHIPPING CHARGES |
| December 2016 | 193 | 02142219 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -44.00 | SHIPPING CHARGES |
| December 2016 | 194 | 02111010 | 5611 | INSTRUCTIONAL SUPPLIES | \$ 94.00 | SHIPPING CHARGES |
| December 2016 | 194 | 02142219 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -94.00 | SHIPPING CHARGES |
| December 2016 | 195 | 03142600 | 5420 | REPAIRS, MAINTENANCE & CLEANING | \$ -1,300.00 | catch basins |
| December 2016 | 195 | 05142600 | 5720 | IMPROVEMENTS TO SITES | \$ 1,300.00 | catch basins |
| January 2017 | 65 | 01142600 | 5420 | REPAIRS, MAINTENANCE & CLEANING | \$ -482.00 | upgrade AED (B/O taking 2 long |
| January 2017 | 65 | 01142600 | 5731 | EQUIPMENT - REPLACEMENT | \$ 482.00 | upgrade AED B/O taking 2 long |
| January 2017 | 79 | 01132400 | 5581 | TRAVEL - CONFERENCES | \$ -235.00 | Field Trip to Trinity College |
| January 2017 | 79 | 01142700 | 5510 | PUPIL TRANSPORTATION | \$ 235.00 | Field Trip to Trinity College |
| January 2017 | 81 | 05142350 | 5690 | OTHER SUPPLIES | \$ 1,800.00 | Chromebooks for Math teachers |
| January 2017 | 81 | 01111009 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -1,800.00 | Chromebooks for Math teachers |
| January 2017 | 134 | 03142700 | 5510 | PUPIL TRANSPORTATION | \$ 215.00 | Coach bus transportation |
| January 2017 | 134 | 03132400 | 5590 | OTHER PURCHASED SERVICES | \$ -215.00 | Coach bus transportation |
| January 2017 | 219 | 05142700 | 5510 | PUPIL TRANSPORTATION | \$ -166.00 | TRANSPORTATION FOR ILR |
| January 2017 | 219 | 03142700 | 5510 | PUPIL TRANSPORTATION | \$ 166.00 | TRANSPORTATION FOR ILR |

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

| | |
|----------------------|---------|
| Finance Committee | 1/9/17 |
| Curriculum Committee | 1/19/17 |
| Finance Committee | 1/23/17 |

MINUTES

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

COMMITTEE MEMBERS ABSENT: Ms. Pat Cardozo

Staff members present: Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary, Dr. Marie McPadden and Mr. Jim Saisa.

Also present: Board members: Mr. Tom Hurley, Ms. Sheila McCreven and Ms. Sue Cohen.
Ms. Jennifer Hawkins and Ms. Samantha Thomas from MahoneySabol.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, January 09, 2017 at 5:30 pm in the presentation room at the Amity District Offices.

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

2. Discussion and possible action on minutes.

A. Finance Committee Meeting - December 12, 2016

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

Vote unanimous

Motion carried

3. Public Comment - none

4. Discussion and possible action on audited financial statements

A. Review of audited financial statements by auditors (attachment)

Ms. Lumas introduced Ms. Jennifer Hawkins and Ms. Samantha Thomas from MahoneySabol who presented an overview of the audit results. The audit was clean and no written recommendations were made. Committee members questions were answered by Ms. Hawkins, Ms. Thomas and Ms. Lumas.

B. Discussion and possible action to accept annual financial statements

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

Motion by Mr. Belfonti, 2nd by Mr. Grabowski to accept the annual financial statements for the period ending June 30, 2016, and to authorize the Superintendent of Schools to return to the member towns a balance of \$741,057, as follows:

| | |
|---------------------------|-------------------------|
| <i>Town of Bethany</i> | <i>\$154,280</i> |
| <i>Town of Orange</i> | <i>\$366,058</i> |
| <i>Town of Woodbridge</i> | <i><u>\$220,719</u></i> |
| <i>Total</i> | <i><u>\$741,057</u></i> |

Vote unanimous

Motion carried

5. Timeline for presentation and discussion of Superintendent's 2017-2018 recommended budget

Ms. Lumas summarized the budget timeline as outlined in her memo of December 30, 2016 and noted that the Finance Committee will hold a Special meeting on January 23, 2017 for the Superintendent's budget presentation.

6. New England School Development Council (NESDEC) enrollment report and summary graph

Dr. Dumais summarized the enrollment projection report of December 13, 2016 as enclosed, noting that since the 2008 real estate slowdown, the District enrollment totals overall had been declining, yet now appear to be stabilizing. NESDEC's enrollment projection totals from fall of 2015 data came within 82 students of the actual Grade K-12 enrollment total for fall, 2016 (4,469 projected versus 4,458 actual). In Grade K-6, 2,245 pupils were projected versus 2,226 enrolled; in Grade 7-8 778 students were forecast versus 764 enrolled; in grades 9-12 1,446 pupils were forecast versus 1,438 enrolled. Dr. Dumais also referred those present to the Amity enrollment and history projection graph on the last page of the report (page 122 of the Board packet). There was discussion regarding the impact of these enrollments figures for the future.

7. Discussion and possible action on award of contracts of \$35,000 or more

Ms. Lumas detailed the HVAC upgrades at Amity Middle School, Bethany Campus, as stated in her memo of December 29, 2016. She is recommending that the bidding requirement be waived and the contract be awarded to Controlled Air of Branford. Considerable savings will be realized with the use of the in-house electrician for portions of the project.

Motion by Mr. Giglietti, 2nd by Mr. Nuzzo, to award the contract for HVAC upgrades at Amity Middle School, Bethany Campus to Controlled Air, Inc. of Branford, Connecticut for the price of \$159,683.

Vote unanimous

Motion carried

8. Discussion of monthly financial statements

Ms. Lumas spoke about the forecast and highlighted the favorable forecast of \$195,000 in line 15, the transfer account. The Superintendent plans to ask the Amity Finance Committee and Amity Board of Education at their August 2017 meetings to consider his request to transfer these funds from the unspent fund balance into the reserve for capital and nonrecurring expenditures prior to closing the books for this fiscal year.

9. Director of Finance and Administration—approved transfers under \$3,000**10. Other****A. Bonding update**

The bond sale took place on Thursday, January 5th resulting in savings of \$296,000 next year and savings of approximately \$30,000 to \$40,000 over the next 7 years. If there are substantial savings that might be had in the future, the Finance team will look to take advantage of those savings.

B. Fuel Cell update

The fuel cell is fully operational and came in under budget; this results in the opportunity to re-designate the unspent saved funds. Dr. Dumais stated that a ribbon-cutting ceremony will take place on January 23rd at 11 am with Governor Malloy in attendance.

C. Reminders – the February 13, 2017 meeting will be held at Amity Middle School, Orange Campus.**11. Adjourn**

Motion by Mr. Giglietti, 2nd by Mr. Grabowski to adjourn at 6:20: pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

COMMITTEE MEMBERS PRESENT: Mr. Christopher Browe, Ms. Robyn Berke, Ms. Amy Esposito and Mr. Tom Hurley.

COMMITTEE MEMBERS ABSENT: None.

Staff members present: Dr. E. Marie McPadden, Ms. Theresa Lumas and Mr. Scott Cleary.

A meeting of the Curriculum Committee of the Amity Regional Board of Education (BOE) was held on Thursday, January 19, 2017 at 6:30 pm in the Conference Room at the Amity District Offices.

1. Call to order: Chairman Browe called the meeting to order at 6:35 pm.

2. Approval of minutes – December 08, 2016

Motion by Ms. Esposito to approve the minutes as submitted.

Vote unanimous (Ms. Berke abstained)

Motion carried

3. Textbook forecast (attachment)

4. Textbook inventory (attachment)

Items #3 and #4 were discussed together). Dr. McPadden presented the 5-year textbook forecast and first draft of the current textbook inventory to the Committee members. These will be used for planning purposes and to balance the costs for each year more evenly through 2022. The forecast is also helpful when planning for aligning the curriculum to the coming new State standards.

There was lengthy discussion regarding the forecast; digital resources versus printed text; additional information that should be included on the textbook inventory, i.e., quantity of textbooks and cross-referencing of the documents as well as future course offerings and textbooks needed.

5. Aesop and Veritime substitute management systems

Ms. Lumas explained the function of the two pieces of software and how they would work together. This was presented at the last Finance and Board of Education meetings and approved by the Finance Committee but sent to Curriculum Committee by the Board for further review. Ms. Lumas detailed the time and costs savings that would be realized by purchasing and implementing the software packages, including: expanded substitute pool; using fewer substitutes through Kelley Services resulting in cost savings; make the process more efficient for substitutes and to better track hourly employees as well as sick time, personal time and other time off.

There was discussion and questions about the two programs by the Committee

Motion by Mr. Hurley to recommend the purchase of Veritime software to the Board of Education at a cost of \$7,000.

Vote unanimous

Motion carried

Motion by Mr. Hurley to recommend the purchase of Aesop software to the Board of Education at a cost of \$8,450.

Vote unanimous

Motion carried

6. Other - None

7. Adjourn

Motion by Mr. Hurley to adjourn at 8:09 pm

Vote unanimous

Motion carried

Respectfully submitted,
Ruth E. Natzel, Recording Clerk

Attachment (1) Textbook forecast and textbook inventory

MINUTES

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

COMMITTEE MEMBERS ABSENT: None

Staff members present: Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary, Ms. Jacqueline Cappiello, Dr. Richard Dellinger, Mr. Shaun DeRosa, Ms. Kathi Fuller-Cutler, Mr. Ernie Goodwin, Dr. E. Marie McPadden, Ms. Mary Raiolo, and Mr. Jim Saisa.

Also present: Board members: Mr. William Blake, Ms. Sue Cohen, Mr. Christopher Browe, Ms. Amy Esposito, Mr. Tom Hurley, Ms. Sheila McCreven and Ms. Diane Urbano; Ms. Derrylyn Gorski (first selectman from Bethany) and other members of the public.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, January 23, 2017 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 5:31 pm.

Motion by Mr. Belfonti to amend the agenda, adding public comment as item #2, 2nd by Mr. Giglietti.

Vote unanimous

Motion carried.

2. Public Comment

Mr. Hurley, Board of Education member from Orange commented that the Finance Committee should be aware that the Board of Education for the schools in Orange is looking for a 0% increase in their budget for 2017-2018.

Ms. Gorski, First Selectman from Bethany, commended the Finance Committee and the administration for their good stewardship and hard work concerning the budget. She spoke about the cuts to municipalities from the State of Connecticut, which for Bethany has amounted to \$70,000, and requested that the Committee make every effort to get the budget to a 2% increase, as Bethany is proposing to do.

3. Presentation and discussion of the Superintendent's 2017-2018 recommended budget

Dr. Dumais presented his recommended budget for 2017-2018. He gave background information regarding Amity Schools including the high quality of the staff, facilities, curriculum and programs that all contribute to students receiving an excellent education. He outlined steps that have been taken and that are ongoing to keep costs down while maintaining high standards in the District.

Mr. Stirling thanked Dr. Dumais for his presentation and thanked those present for attending the meeting. Mr. Stirling then opened the floor for questions from the Committee; Committee members' questions were answered by Dr. Dumais, Ms. Lumas and other staff present.

Mr. Stirling then opened the floor to questions from all others present. Questions and discussion followed which were answered by Dr. Dumais and Ms. Lumas. Board members Mr. Blake, Mr. Hurley, Ms. McCreven and Ms. Urbano commented positively on the presentation; some suggestions and additional information were requested to be added to the budget document for the next Board meeting.

Dr. Dumais thanked the Board of Education members and the staff for their attendance at the meeting. He stated that, because the budget process was ongoing, he would welcome further input and encouraged those present to contact him in that regard.

It should be noted that both the budget document and Dr. Dumais' budget presentation are both available on the Amity Regional Schools website, www.amityregion5.org.

4. Adjourn

Motion by Mr. Belfonti, 2nd by Mr. Giglietti, to adjourn at 7:03 pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk