

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

***Dr. Charles Dumais***  
***Superintendent of Schools***

**PLEASE POST**

**PLEASE POST**

**AMITY REGIONAL BOARD OF EDUCATION**

***March 13, 2017***

A regular meeting of the Amity Regional Board of Education will be held on Monday, March 13, 2017, at 6:30 p.m. in the Presentation Room at the District Offices.

**Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Presentation of CABA Communication Award – Robert Guthrie, CABA Board of Directors
4. Recognition of 2017 Superintendent’s SCASA Award Recipients
5. Approval of Minutes
  - a. Regular BOE Meeting, January 9, 2017 (Enclosure) Pg. 3
  - b. Regular BOE Meeting, February 13, 2017 (Enclosure) Pg. 8
6. Public Comment
7. Student Report – Ms. Ananya Kachru
8. Transition Program Presentation, Unified Sports Award – Patricia Fitzgerald
9. Presentation and Discussion of, and Possible Action on, Superintendent’s Proposed 2017-2018 Budget (Enclosure) Pg.12
10. Discussion on Appointment of Principal at Amity Regional Middle School, Orange Campus (Executive Session)
11. Possible Action on Appointment of Principal at Amity Regional Middle School, Orange Campus
12. Correspondence
13. Superintendent’s Report
  - a. Personnel Report (Enclosure) Pg.18

- b. Superintendent's Monthly Report (Enclosure) Pg.19
- c. Other

14. Chairman's Report

a. Committee Reports

- 1. ACES
- 2. CABE
- 3. Curriculum
- 4. Facilities

a. Facilities Dept. Monthly Report, February, 2017 (Enclosure) Pg.23

5. Finance

- a. Auditing Service Proposals Pg.24
- b. Discussion of Monthly Financial Statements Pg.25
- c. Director of Finance and Administration Approved Transfers Under \$3,000 Pg.51
- d. Other

1. District Public Budget Hearing – April 3, 2017

6. Policy

a. First Read of the Following Policy Recommendations: Pg.53

- 1. New: 5142.4, 5131.111
- 2. Accepted: 0050.1, 0100, 0200, 0521, 0521.1, 0521.2
- 3. Rejected: 0210, 0210.1, 0210.2, 0211
- 4. Edited: 0000, 0300

7. Personnel

15. Items for the Next Agenda

16. Adjournment




---

Charles Dumais, Ed.D.  
Superintendent of School

CD/kfw

pc: Town Clerks: Bethany  
Orange  
Woodbridge

**PLEASE POST**

**PLEASE POST**

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

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

MINUTES

**BOARD MEMBERS PRESENT:** Chairman William Blake, Mr. John Belfonti, Ms. Robyn Berke, Mr. Christopher Browe, Ms. 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 - None**

**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 11<sup>th</sup>.
3. **Curriculum** – The Curriculum Committee met on December 8<sup>th</sup> and will meet again on January 19<sup>th</sup> with a presentation on AESOP included on the agenda.
4. **Facilities** – The Facilities Committee met on December 20<sup>th</sup>; 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 13<sup>th</sup>.

**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 enrollments figures for the future.

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

***Motion by Ms. Russo, 2<sup>nd</sup> 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 5<sup>th</sup> 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 23<sup>rd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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.

The motion was withdrawn

***Motion by Ms. McCreven, 2<sup>nd</sup> by Ms. Russo to table policy 9132.6 to a future date with the change of one word in the policy, "will" to "may".***

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

**Motion carried**

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

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

**Motion carried**

There was lengthy discussion regarding policy 9132.6. Mr. Hurley.

***Motion by Mr. Browe, 2<sup>nd</sup> by Ms. Esposito to suspend use of the word "will" in policy 9132.6 for the year 2017 to give the Policy Committee and the Board time to check the validity of the policy and decide on any future change.***

There was further discussion regarding policy 9132.6 and this motion. Dr. Dumais referenced Board policies regarding the subject of making temporary changes to Board policy.

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**

**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, 2<sup>nd</sup> by Ms. Urbano to adjourn at 8:45 pm***

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

MINUTES

**BOARD MEMBERS PRESENT:** Chairman William Blake, Mr. John Belfonti, Ms. Robyn Berke, Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Mr. Steven DeMaio (departed at 10:10 pm), Ms. Amy Esposito, Mr. Thomas Hurley, Ms. Tracey Russo, Ms. Sheila McCreven, Mr. James Stirling and Ms. Diane Urbano.

**BOARD MEMBERS ABSENT:** None

**Staff members present:** Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary, Dr. Richard Dellinger, Mr. Shaun DeRosa, Mr. Ernie Goodwin, Ms. Anna Mahon, Dr. E. Marie McPadden, Ms. Mary Raiola and Mr. Jim Saisa.

**Also present:** Other members of the public.

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, February 13, 2017 at 6:30 pm in the presentation room at the District Offices. It should be noted that due to an electrical outage at Amity Middle School, Orange campus, the Finance Committee meeting and the BOE meeting, both scheduled for tonight at that location, are being relocated to the presentation room at Amity Regional High School, 25 Newton Road, Woodbridge.

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:40 pm.

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

3. **Approval of minutes.**

A. **Regular BOE meeting, January 09, 2017 (enclosure)**

**Motion by Mr. Hurley, 2<sup>nd</sup> by Mr. Stirling to accept the minutes of January 09, 2017 as submitted.**

Ms. McCreven stated that on page 4 of the minutes, the last portion of the last sentence on the page belongs after the motion by Mr. Browe regarding policy 9132.6. She stated that a second correction was needed to Mr. Browe's motion on page 5 to add the words "check the validity of the policy and decide on any future change".

**Motion by Ms. McCreven, 2<sup>nd</sup> by Mr. Browe to amend the minutes of January 09, 2017 as stated above.**

**Vote 11 in favor, 1 opposed (Ms. Russo), 3 abstentions (Ms. Berke, Ms. Cardozo, Ms. Cohen,)**

**Motion carried**

**Motion by Ms. Urbano, 2<sup>nd</sup> by Mr. Belfonti to accept the minutes of January 09, 2017 as amended.**

**Motion by Ms. Russo, 2<sup>nd</sup> by Ms. McCreven to table this motion until the Board has the written changes in hand.**

**Vote 6 in favor, 3 opposed (Ms. Esposito, Mr. Stirling and Ms. Urbano)**

**3 abstentions Ms. Berke, Ms. Cardozo, Mr. Hurley)**

**Motion carried**

B. **Special BOE meeting, January 17, 2017 (enclosure)**

**Motion by Mr. Hurley, 2<sup>nd</sup> by Ms. Russo to accept the minutes of January 17, 2017 as submitted.**

**Vote 9 in favor, 3 abstentions (Mr. Belfonti, Ms. Berke, Ms. Cohen)**

**Motion carried**

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. Adult and continuing education report – Mr. Seth Davis (attachment #1)**

Mr. Davis presented his report on the adult education offerings and reported to the Board regarding the most popular classes, enrollment numbers and financial details. Questions from the Board were answered by Mr. Davis and Ms. Lumas.

**7. Presentation of Alliance Health Survey Results – Ms. Pam Mautte (attachment #2)**

Ms. Mautte presented the results of the survey taken by Amity students in grades 7, 9 and 11 in December 2016. Questions from the Board regarding the survey were answered by Ms. Mautte. She stated that Ms. Joanie Nordstrom, who was present at the meeting, with the Bethany Orange Woodbridge Prevention Council is a resource for community members who want to learn more about how to help students; information is on the Orange town website as well as the BOW Prevention Council website.

**8. Presentation and discussion of, and possible action on Superintendent's proposed budget 2017-2018 budget (enclosure)**

Mr. Blake stated that he requested that Dr. Dumais not give his budget presentation since the Finance Committee tabled their motion to recommend the 2017-2018 budget at their meeting earlier today. It is noted that the budget document is available on the Amity website.

Mr. Blake asked Mr. Stirling, Finance Committee Chairman, to give the Board a report on the Finance Committee's decision to table. Mr. Stirling stated that the Committee desired to wait for more feedback from the member towns; the town of Orange has already met and Bethany and Woodbridge will meet this week. Because no recommendation was made, the Finance Committee may need to schedule a special meeting or wait until the next meeting on March 13<sup>th</sup>. Mr. Stirling gave the Board a synopsis of the public comment that was heard at the Committee meeting.

***Motion by Mr. Hurley, 2<sup>nd</sup> by Mr. Browe, to table this item until the next Board meeting on March 13, 2017 pending the report from the Finance Committee.***

There was lengthy discussion and comment by the Board members regarding the bylaw and the budget.

Mr. Stirling requested that each Board member who wants to speak about the budget in the context of the motion to table that is on the floor for the purpose of informing fellow Board members. Comments and discussion followed from the Board members.

Mr. Blake called the question.

**Vote unanimous**

**Motion carried**

**9. Correspondence**

Dr. Dumais received a phone call from a Cheshire parent who was also a former Cheshire BOE member, commending the behavior of some Amity High School students that were sitting near him in a restaurant.

**10. Superintendent's Report**

**A. Personnel Report – (enclosure)**

**B. Superintendent's Monthly Report (enclosure)**

Dr. Dumais highlighted several items in his report, namely the school re-engagement program,, the entire faculty has been trained in hands-free CPR; Rachel's Challenge; Legislative Breakfast; the final phase of the principal search for Amity Middle School, Orange has been reached and the plan is to have a candidate to present at the March 13<sup>th</sup> BOE meeting.

Questions regarding the monthly report were answered by Dr. Dumais and Ms. Lumas.

## C. Other - None

## 11. Chairman's Report -

## A. Committee Reports

1. ACES – nothing to report.

2. CAGE – Ms. McCreven reported that the Area 7 Legislative Breakfast took place on January 11th. Day on the Hill is on March 8<sup>th</sup>.3. Curriculum – Mr. Browe reported that the Curriculum Committee met on January 19<sup>th</sup>, minutes are enclosed. The Committee discussed the AESOP and VeriTime software (which is on the agenda for this evening) and recommended that the software be purchased.

## 4. Facilities

A. Facilities Department monthly report, January 2017 (enclosure)

## 5. Finance

A. Discussion and possible action on new funding requests

1. AESOP and VeriTime(absence and substitute management software)

*Motion by Ms. Russo, 2<sup>nd</sup> by Ms. Cardozo 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 and record 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

Vote unanimous

Motion carried

## B. Discussion of monthly financial statements

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

## D. Other

## 1. Planned budget presentations to member town Boards of Finance

The planned budget presentations to member town Boards of Finance will take place as follows:

Bethany, February 14, 2017 at 7:30 pm

Orange, February 27, 2017 at 7:30 pm

Woodbridge, February 16, 2017 at 7:30 pm

All meetings will be held at the respective Town Halls.

## 6. Policy

A. Second read of the following policy recommendations:

1. New: 9000, 9010

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

Discussion and questions followed; questions were answered by Dr. Dumais and Mr. Hurley.

Vote unanimous, 1 abstention (Ms. Cardozo absent)

Motion carried

2. As written: 9125, 9126, 9131, 9132.4 and 9270

This is for information only, no action is required.

3. Edited: 9020, 9110, 9120, 9122, 9132, 9222, 9230, 9260

*Motion by Mr. Hurley, 2<sup>nd</sup> by Ms. Urbano to accept policies 9020, 9110, 9120, 9122, 9132, 9222, 9230 and 9260.*

Mr. Hurley stated that the changes to these policies are mostly legal references as noted at the bottom of each policy. Lengthy discussion followed regarding the policy change process.

**Vote 8 in favor, 0 opposed, 4 abstentions (Ms. Berke, Ms. Cardozo, Ms. Esposito and Ms. Russo) Motion carried**

## 7. Personnel

### A. Discussion of administrators' contract – executive session

*Motion by Mr. Browe, 2<sup>nd</sup> by Mr. Hurley for the Board to go into executive session at 9:45 pm and invite Dr. Dumas and Ms. Lumas.*

**Vote unanimous, 1 abstention (Ms. Cardozo) Motion carried**

The Board returned from executive session at 10:10 pm

### B. Vote on administrators' contract

*Motion by Mr. Stirling, 2<sup>nd</sup> by Ms. Cohen to approve administrators 2017-2020 bargaining agreement.*

**Vote 10 in favor, 2 abstentions (Mr. DeMaio and Ms. Cardozo absent) Motion carried**

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

## 13. Adjournment

*Motion by Mr. Hurley, 2<sup>nd</sup> by Mr. Browe to adjourn at 10:12 pm.*

**Vote unanimous Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

Attachments:

1. Adult education presentation
2. Amity Wellness survey

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



---

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

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

TO: Amity Finance Committee Members and Amity Board of Education Members

FROM: Charles Dumais, Ed.D., Superintendent of Schools

DATE: March 8, 2017

RE: 2017-2018 Budget Revisions

The 2017-2018 Superintendent's Proposed Budget has been revised again to reflect the most current information and conditions. Modifications to the Superintendent's Proposed Budget are an important part of the process and are based on attempting to balance the short-term and long-term elements of our financial plan as more accurate information becomes available.

The changes include the incorporation of the cost of the Amity Regional High School Resource Officer (SRO) into the Amity budget. This modification, which is cost neutral to the Member Towns, was done at the request of the First Selectmen of the three Member Towns. This adds \$84,402 for 77.5% of the SRO salary and benefits to the Superintendent's Proposed Budget.

Two items previously removed from the budget and proposed to be financed with end of year funds - security cameras and refinishing and painting gym floors - have been reintroduced to the Superintendent's Proposed Budget (\$23,500).

Special Education accounts continue to be volatile during budget development. The forecast regularly indicates changes in Special Education from month to month and the budget process is affected by these changes. There have been *nearly 20* service plan changes since the last budget proposal. This represents a net reduction to the 2017-2018 Superintendent's Proposed Budget of \$146,521; \$25,681 in tuition costs and \$120,840 in transportation costs.

These changes combine to produce an overall increase in expenditures in the Amity budget of ***1.26%***.

### MEMBER TOWN ALLOCATIONS

*With a 0 Percent Budget Increase*

Member Town	Enrollment Shift	Lower Other Revenues	Total Allocation At 0%
Bethany	(\$328,193)	\$267,082	(\$61,111)
Orange	\$480,023	\$675,536	\$1,155,559
Woodbridge	(\$151,830)	\$414,507	\$262,277
<b>Totals</b>	<b>\$0</b>	<b>\$1,357,125</b>	<b>\$1,357,125</b>

### MEMBER TOWN ALLOCATIONS

*With a 1.26 Percent Budget Increase and Special Education Revenue to the District*

Member Town	Enrollment Shift	Lower Other Revenues	Higher Operating Expenditures	Variance Dollar To Budget	Variance Percent To Budget
Bethany	(\$328,193)	\$110,265	\$118,762	(\$ 99,166)	-1.05%
Orange	\$480,023	\$278,897	\$300,386	\$1,059,306	4.70%
Woodbridge	(\$151,830)	\$171,131	\$184,316	\$ 203,617	1.42%
<b>Totals</b>	<b>\$0</b>	<b>\$560,293</b>	<b>\$603,464</b>	<b>\$1,163,758</b>	<b>2.51%</b>

### MEMBER TOWN ALLOCATIONS

*With a 1.26 Percent Budget Increase and Special Education Revenue to the Towns*

Member Town	Enrollment Shift	Lower Other Revenues	Higher Operating Expenditures	Variance Dollar To Budget	Variance Percent To Budget
Bethany	(\$328,193)	\$267,082	\$118,762	\$ 57,651	0.61%
Orange	\$480,023	\$675,536	\$300,386	\$1,455,945	6.45%
Woodbridge	(\$151,830)	\$414,507	\$184,316	\$ 446,993	3.13%
<b>Totals</b>	<b>\$0</b>	<b>\$1,357,125</b>	<b>\$603,464</b>	<b>\$1,960,589</b>	<b>4.24%</b>

The Amity Finance Committee and Amity Board of Education need to 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 \$48,439,163 and the net amount of \$48,250,162.*

**Amity Board of Education:**

*Move to approve the proposed 2017-2018 budget for the fiscal year 2017-2018 in the gross amount of \$48,439,163 and the net amount of \$48,250,162.*

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

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>
		<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>VAR. \$ TO</b>	<b>VAR. %</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>TO BUDGET</b>
1	MEMBER TOWN ALLOCATIONS	45,348,694	46,289,573	46,289,573	48,250,162	1,960,589	4.24%
2	OTHER REVENUE	255,240	190,215	172,708	136,510	(53,705)	-28.23%
3	OTHER STATE GRANTS	1,073,793	1,324,940	967,715	0	(1,324,940)	-100.00%
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	<b>TOTAL REVENUES</b>	<b>46,873,257</b>	<b>47,835,699</b>	<b>47,486,616</b>	<b>48,439,163</b>	<b>603,464</b>	<b>1.26%</b>
7	SALARIES	24,126,624	24,967,936	24,767,385	25,474,101	506,165	2.03%
8	BENEFITS	6,098,343	6,143,208	5,900,547	6,418,372	275,164	4.48%
9	PURCHASED SERVICES	7,249,910	8,409,037	7,877,862	8,394,700	(14,337)	-0.17%
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	2,884,463	(78,884)	-2.66%
12	EQUIPMENT	338,909	173,160	173,160	322,392	149,232	86.18%
13	IMPROVEMENTS / CONTINGENCY	176,699	311,000	262,426	380,500	69,500	22.35%
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	<b>TOTAL EXPENDITURES</b>	<b>46,133,208</b>	<b>47,835,699</b>	<b>47,079,253</b>	<b>48,439,163</b>	<b>603,464</b>	<b>1.26%</b>
17	<b>SUBTOTAL</b>	<b>740,049</b>	<b>0</b>	<b>407,363</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
18	CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	<b>1,035</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
20	<b>NET BALANCE / (DEFICIT)</b>	<b>741,084</b>	<b>0</b>	<b>407,363</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
21	<b>AVERAGE DAILY MEMBERSHIP</b>	<b>2,320</b>	<b>2,294</b>	<b>2,246</b>	<b>2,230</b>	<b>(64)</b>	<b>-2.79%</b>
22	<b>PER PUPIL EXPENDITURE</b>	<b>16,728</b>	<b>17,511</b>	<b>17,627</b>	<b>18,432</b>	<b>922</b>	<b>5.26%</b>

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

		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	9,495,632	57,651	0.61%
2	ORANGE ALLOCATION	22,400,894	22,561,538	22,561,538	24,017,483	1,455,945	6.45%
3	WOODBRIIDGE ALLOCATION	13,506,655	14,290,054	14,290,054	14,737,047	446,993	3.13%
4	<b>MEMBER TOWN ALLOCATIONS</b>	<b>45,348,694</b>	<b>46,289,573</b>	<b>46,289,573</b>	<b>48,250,162</b>	<b>1,960,589</b>	<b>4.24%</b>
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	10,000	8,000	400.00%
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	<b>OTHER REVENUE</b>	<b>255,240</b>	<b>190,215</b>	<b>172,708</b>	<b>136,510</b>	<b>(53,705)</b>	<b>-28.23%</b>
14	SPECIAL EDUCATION GRANTS	1,073,793	1,324,940	967,715	0	(1,324,940)	-100.00%
15	<b>OTHER STATE GRANTS</b>	<b>1,073,793</b>	<b>1,324,940</b>	<b>967,715</b>	<b>0</b>	<b>(1,324,940)</b>	<b>-100.00%</b>
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	<b>MISCELLANEOUS INCOME</b>	<b>189,039</b>	<b>24,480</b>	<b>50,129</b>	<b>46,000</b>	<b>21,520</b>	<b>87.91%</b>
21	<b>BUILDING RENOVATION GRANTS</b>	<b>6,491</b>	<b>6,491</b>	<b>6,491</b>	<b>6,491</b>	<b>0</b>	<b>0.00%</b>
22	<b>TOTAL REVENUES</b>	<b>46,873,257</b>	<b>47,835,699</b>	<b>47,486,616</b>	<b>48,439,163</b>	<b>603,464</b>	<b>1.26%</b>

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

		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	5111-CERTIFIED SALARIES	19,988,408	20,577,557	20,415,171	20,975,448	397,891	1.93%
2	5112-CLASSIFIED SALARIES	4,138,216	4,390,379	4,352,214	4,498,653	108,274	2.47%
3	<b>SALARIES</b>	<b>24,126,624</b>	<b>24,967,936</b>	<b>24,767,385</b>	<b>25,474,101</b>	<b>506,165</b>	<b>2.03%</b>
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	4,369,049	197,523	4.74%
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	<b>BENEFITS</b>	<b>6,098,343</b>	<b>6,143,208</b>	<b>5,900,547</b>	<b>6,418,372</b>	<b>275,164</b>	<b>4.48%</b>
19	5322-INSTRUCTIONAL PROG IMPROVEMENT	7,489	16,750	16,750	15,500	(1,250)	-7.46%
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	1,277,466	201,531	18.73%
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	2,928,073	(29,176)	-0.99%
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	172,374	57,450	49.99%
26	5560-TUITION EXPENSE	3,137,962	3,757,143	3,388,406	3,486,509	(270,634)	-7.20%
27	5590-OTHER PURCHASED SERVICES	70,038	84,845	84,845	87,886	3,041	3.58%
28	<b>PURCHASED SERVICES</b>	<b>7,249,910</b>	<b>8,409,037</b>	<b>7,877,862</b>	<b>8,394,700</b>	<b>(14,337)</b>	<b>-0.17%</b>
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	<b>DEBT SERVICE</b>	<b>4,743,788</b>	<b>4,709,213</b>	<b>4,709,213</b>	<b>4,406,650</b>	<b>(302,563)</b>	<b>-6.42%</b>



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

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>
		<b>2015-2016</b>	<b>2016-2017</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>VAR. \$ TO</b>	<b>VAR. %</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>TO BUDGET</b>
32	5410-UTILITIES, EXCLUDING HEAT	699,464	806,764	728,279	681,950	(124,814)	-15.47%
33	5420-REPAIRS, MAINTENANCE & CLEANING	713,049	714,645	714,645	706,555	(8,090)	-1.13%
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	548,827	47,433	9.46%
42	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,844,704</b>	<b>2,963,347</b>	<b>2,884,862</b>	<b>2,884,463</b>	<b>(78,884)</b>	<b>-2.66%</b>
43	5730-EQUIPMENT - NEW	67,742	28,128	28,128	72,200	44,072	156.68%
44	5731-EQUIPMENT - REPLACEMENT	271,167	145,032	145,032	250,192	105,160	72.51%
45	<b>EQUIPMENT</b>	<b>338,909</b>	<b>173,160</b>	<b>173,160</b>	<b>322,392</b>	<b>149,232</b>	<b>86.18%</b>
46	5715-IMPROVEMENTS TO BUILDING	61,496	32,000	32,000	79,500	47,500	148.44%
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	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>176,699</b>	<b>311,000</b>	<b>262,426</b>	<b>380,500</b>	<b>69,500</b>	<b>22.35%</b>
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	<b>DUES AND FEES</b>	<b>126,518</b>	<b>158,798</b>	<b>158,798</b>	<b>157,985</b>	<b>(813)</b>	<b>-0.51%</b>
56	<b>5856-TRANSFER ACCOUNT</b>	<b>427,713</b>	<b>0</b>	<b>345,000</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
57	<b>TOTAL EXPENDITURES</b>	<b>46,133,208</b>	<b>47,835,699</b>	<b>47,079,253</b>	<b>48,439,163</b>	<b>603,464</b>	<b>1.26%</b>

**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](mailto:charles.dumais@reg5.k12.ct.us)  
 phone: 203.392.2106  
 fax: 203.397.4864

**March 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: NONE
- Amity Reg. Middle School – Bethany: NONE
- Amity Reg. Middle School – Orange:  
**Virginia Bininger** – F/T Social Studies Teacher – Virginia joins the Amity Middle School Orange Staff after serving as a Social Studies Teacher for Hamden Middle School for the past 5 years. Virginia has earned her Bachelor's Degree in History from the University of Vermont and her Master's Degree in History from Southern Connecticut State University.

**+ NEW HIRES-SUBSTITUTES: NONE**

**+ NEW HIRES-CLASSIFIED: NONE**

**+ NEW HIRES-COACHES:**

**Matt Fletcher** – Asst. Softball Coach – ARHS

**+ LEAVE(S) OF ABSENCE: NONE**

**+ RESIGNATION(S):**

**Cara McConnell:** Library Media Specialist – ARHS ~ effective June 30, 2017

**Benjamin Francois:** Physics Teacher – ARHS ~ effective June 30, 2017

**Noel Luth:** Security Guard – ARHS ~ effective February 27, 2017

**Christopher Giuliano:** Long Term Substitute Security Guard – ARHS ~ effective Feb. 27, 2017

**Kyle Saggio:** Asst. Boys Lacrosse Coach – ARHS ~ effective February 15, 2017

**Matt Fletcher:** Softball Coach – AMSB ~ effective February 16, 2017

**+ RETIREMENT(S):**

**Eileen Kazdan:** Remedial Reading Teacher – AMSB ~ effective June 30, 2017

**Karen Wade:** Unit Administrative Assistant– District Offices ~ effective June 16, 2017

# **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 – March 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**

**Letters about Literature.** Five Amity Middle School Orange students are now state finalists in the Letters about Literature contest sponsored by the Library of Congress. These students are joined by only 51 middle school students from across the state as finalists.

**Academic Competitions.** Representatives from Junior State of America (JSA), the Amity Regional High School Debate Team, and Academic Decathlon all excelled in February in state and regional competitions.

**Instructional Rounds.** Teams of teachers and administrators at each Amity school continued their participation in Instructional Rounds. As we move into our third year of this important initiative, *all* teachers and administrators in the district will participate, and instruction in *all* teachers' classrooms will be observed as part of the process.

**National Merit Finalists.** Six Amity Regional High School Seniors have been recognized as National Merit Finalists, having scored in the top 1% nationally on their PSATs during junior year.

**Fuel Cell/UI.** Curriculum leaders from Amity and Educational Specialists from United Illuminating met to explore options and opportunities for bringing energy-related (and, specifically, fuel-cell related) educational experiences (including, lessons, field trips, monitoring of local equipment, and internships) to Amity students.

**Spring Productions.** Amity Middle School Orange will be hosting their production of *The Little Mermaid* on March 17 and 18, 2017. Amity Regional High School will be hosting their production of *Fiddler on the Roof* on March 31, April 1, 6, 7, 8, 2017.

**Science Olympics.** The Amity Middle School Bethany Science Olympics Club traveled to the University of Connecticut and placed 4<sup>th</sup> and 10<sup>th</sup> (we have multiple teams) in the competition.

**Professional Development.** On the February 17, 2017 school-based professional development minimum day, work focused on the review of current testing results and associated data, examining students work and assessment examples, and reviewing current final examinations. An extended STAR data coaching session was available to core groups at both Amity Middle Schools.

**Student-Centered Learning Strategies.** Amity Regional High School teachers, via their interdisciplinary PLC (Professional Learning Community) time, have been sharing strategies that focus on the gradual release of responsibility to students through shifting to a student-centered classroom that incorporates engaging student-centered activities and assessments. ARHS faculty meetings have been serving as examples of student-centered learning strategies.

**District Level Committee Meetings.** District level committee meetings in March include District Steering, District Reading, District Wellness, District Technology, SRBI Committee, and Teacher/Administrator Evaluation.

**BOWA Level Committee Meetings.** Science and STEM (Science, Technology, Engineering, and Mathematics) are developing a plan for implementation of the new science standards, particularly in the sixth, seventh, and eighth grades. Common assessments in grade six are being discussed so that BOWA educators can assess coverage of the priority standards in that grade.

### **Resources**

**Shared Professional Development.** Amity teachers will join teachers from Milford and Stratford in a program to develop capacity for authoring and implementing authentic performance based assessments.

**AESOP and Veritime.** The recently approved purchase of the substitute and time management software system has been finalized. The Finance Department is developing an implementation timeline.

**Grants.** In all Amity schools, administrators and teachers have secured funding through grants and from community organizations to support social/emotional programming.

**Security.** The Amity Directors of Facilities and Technology will be participating in a Security Exposition in April to explore how new technologies may enhance the effectiveness of our current physical security measures.

**Locks and Cameras.** Security cameras have been installed and optimized for maximum coverage and clarity. Wiring for additional RFID door locks has been installed and the installation of the actual lock hardware has been scheduled.

### Climate

**BOWA Dinner and a Play.** Nearly fifty members of the administrations and Boards from Amity, Bethany, Orange, and Woodbridge will be gathering for dinner, conversation, and the Amity Regional High School Play (*Fiddler on the Roof*) on Friday, April 7, 2017.

**Internet Safety.** Scott Driscoll, a retired police officer and annual presenter at Amity Middle School Bethany, presented to staff, students, and parents on how to use the Internet safely and responsibly.

**Unified Sports Basketball Tournament.** Amity Regional High School hosted this year's Unified Sports Basketball Tournament with nearly ten schools represented and hundreds of athletes participating.

**Understanding School Anxiety.** More than sixty parents and community members participated in a workshop focused on developing an understanding of the sources of school anxiety and strategies for helping anxious students succeed in an academic setting. The program was organized by the Amity Regional High School counseling department and funded by Woodbridge Youth Services.

**Talk Show.** Once a week, Amity Middle School Orange hosts Spartan Stories on its morning announcements. The program host interviews students and teachers who share a brief story about themselves, a family tradition, or a meaningful quote.

**Sister School.** Students from the Breakthrough Magnet School and Amity Middle School Bethany participated in a field trip to the Peabody Museum of Natural History as part of an ACES Inter-District Grant designed to improve school climate, student achievement, and student leadership.

**Professional Consultation and Collaboration.** As part of our relationship with an area psychiatrist, Amity school psychologists had an opportunity to discuss case studies and explore school-based interventions for students exhibiting school avoidance and school anxiety.

**Spartan Seminar.** Students and staff participated in a *Month of Kindness*, focusing on encouraging small acts of kindness within a community. The focus in March will be on *Building Empathy*.

**Professional Development.** On March 17, 2017, Amity teachers, along with BOWA nurses, counselors, psychologists, and social workers, will engage in professional learning with presenters from the Yale Child Study Center, the Alliance for Prevention & Wellness, and the Yale Pediatric Endocrinology Unit. Topics will include school avoidance, school anxiety, educational aspects of Diabetes management, and a presentation of the results of the Amity Youth Survey.

**Bystander to Ally.** Thanks to the generous support from Woodbridge Youth Services, nearly thirty Amity Middle School Bethany students participated in training as part of the Anti-Defamation League's *Bystander to Ally* Program.

**Spring Athletics.** Spring coaches have been involved in pre-season meetings, discussing 3-5 year program plans, program philosophy, and current season goals.

**President's Volunteer Service Award.** Congratulations to Amity Middle School Bethany student Alessandro Rivera, recipient of the President's Volunteer Service Award for exemplary volunteer service.

### **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 140 classrooms (and other activities for non-classroom certified employees) across all of the buildings.

**Storify.** See this past month's tweets with the #AR5 hashtag here:

<https://storify.com/charlesdumais/amity-feb-mar-2017>

**Amity Middle School Orange Principal Search.** A team from Amity conducted a site visit as a final step in the selection of a candidate to be presented to the Board of Education.

**Boards of Finance.** Presentations of the Superintendent's Proposed Budget for 2017-2018 were made to each of the Member Town Boards of Finance.

**Reading Across America.** As part of what has become an annual practice, I spent a morning at Beecher Road School in Woodbridge with other local officials and volunteers reading to elementary students as part of the *Reading Across America* program. (my title this year was *Leonardo, the Terrible Monster*)



*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.*

February, 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:

- Mid-year preventive maintenance tasks were completed District-wide.
- There was an extended power outage at Amity Middle School, Orange Campus. The sewage ejection pumps would not reset. Our in-house technicians and our pump contractor partnered on a quick resolution to ensure school would open.
- High winds on February 13 resulted in two large trees falling, one at Amity Regional High School and one at Amity Middle School, Orange Campus. They were quickly removed by our tree contractor. No other damage was done as they fell on empty asphalt areas.
- Restroom partition doors and hardware were replaced in student bathrooms at Amity Regional High School.
- Snow removal equipment that suffered minor breakdowns during the major snow storm on February 9 was repaired with stock parts.
- Numerous sun-faded street signs were replaced with new ones at all three schools.
- Two control valves on the air handler that serves the boy's locker room at Amity Middle School, Bethany Campus, failed. The valves were replaced using in-house personnel.
- The walls and floors in the Amity Regional High School Field House have been repainted in preparation for the new season.
- Locker repairs to broken lockers at Amity Middle School, Orange Campus, were completed by in-house personnel.

#### Projects in process:

- The HVAC upgrade project at Amity Middle School, Bethany Campus, is in progress. The initial wiring is underway.
- Bid specifications are prepared and will be advertised March 6, 2017, for the Facilities projects that were approved in the December 2016 bond referendum.
- De-stratification fans were ordered for the Student Street corridor at Amity Regional High School. These fans mounted on the ceiling will push the warm air back down to the occupied space. This will enhance building occupant comfort and save money on heating the area.

#### 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**  
**(203) 397-4811**



*Dr. Charles Dumais*  
*Superintendent of Schools*

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

*Mary Raiola*  
*Director of Pupil Services*

*Theresa Lumas*  
*Director of Finance*  
*& Administration*

*Cathy Austin*  
*Coordinator of*  
*Pupil Services*

*Jim Saisa*  
*Director of Facilities*

To: Theresa Lumas, Director of Finance & Administration

From: Scott Clearly, Assistant Director of Finance & Administration

Date: March 7, 2017

Re: Audit Bid Results

The request for proposal for auditing services for Amity Regional School District #5 was posted in early February on the State of Connecticut Contracting portal, a legal notice was placed in the New Haven Register and fifteen (15) auditing firms were mailed the request for proposal directly.

Six (6) auditing firms responded, one (1) indicated no desire to bid, and five (5) submitted proposals. Proposals were received from King & King, Ron Beaulier Company, Seward & Monde, Mahoney/Sable, and MAWC.

Our request asked for three year fixed pricing. The proposals total cost ranged from \$74,400 to \$107,100. I am in the process of reviewing each proposal. I will have the top three proposals ready for the Amity Finance Committee to review at the April Meeting.



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

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2015-2016</b>	<b>2016-2017</b>	<b>FEB '17</b>	<b>CHANGE</b>	<b>MAR '17</b>	<b>VARIANCE</b>	
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
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	(43,476)	924,239	(400,701)	UNF
4	MISCELLANEOUS INCOME	189,039	24,480	50,129	2,000	52,129	27,649	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	<b>TOTAL REVENUES</b>	<b>46,873,257</b>	<b>47,835,699</b>	<b>47,482,621</b>	<b>(37,481)</b>	<b>47,445,140</b>	<b>(390,559)</b>	<b>UNF</b>
7	SALARIES	24,126,651	24,967,936	24,767,385	6,375	24,773,760	(194,176)	FAV
8	BENEFITS	6,098,343	6,143,208	5,900,547	(81,926)	5,818,621	(324,587)	FAV
9	PURCHASED SERVICES	7,249,910	8,409,037	7,877,862	(82,391)	7,795,471	(613,566)	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	(29,000)	2,855,862	(107,485)	FAV
12	EQUIPMENT	338,909	173,160	173,160	0	173,160	0	FAV
13	IMPROVEMENTS / CONTINGENCY	176,699	311,000	262,426	0	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	<b>TOTAL EXPENDITURES</b>	<b>46,133,235</b>	<b>47,835,699</b>	<b>46,734,253</b>	<b>158,058</b>	<b>46,892,311</b>	<b>(943,388)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>740,022</b>	<b>0</b>	<b>748,368</b>	<b>(195,539)</b>	<b>552,829</b>	<b>552,829</b>	<b>FAV</b>
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	<b>1,035</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
20	<b>NET BALANCE / (DEFICIT)</b>	<b>741,057</b>	<b>0</b>	<b>748,368</b>	<b>(195,539)</b>	<b>552,829</b>	<b>552,829</b>	<b>FAV</b>

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

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

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2015-2016</b>	<b>2016-2017</b>	<b>FEB '17</b>	<b>CHANGE</b>	<b>MAR '17</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
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	<b>MEMBER TOWN ALLOCATIONS</b>	<b>45,348,694</b>	<b>46,289,573</b>	<b>46,289,573</b>	<b>0</b>	<b>46,289,573</b>	<b>0</b>	<b>FAV</b>
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	<b>OTHER REVENUE</b>	<b>255,240</b>	<b>190,215</b>	<b>168,713</b>	<b>3,995</b>	<b>172,708</b>	<b>(17,507)</b>	<b>UNF</b>
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,073,793	1,324,940	967,715	(43,476)	924,239	(400,701)	UNF
15	<b>OTHER STATE GRANTS</b>	<b>1,073,793</b>	<b>1,324,940</b>	<b>967,715</b>	<b>(43,476)</b>	<b>924,239</b>	<b>(400,701)</b>	<b>UNF</b>
16	RENTAL INCOME	20,610	3,500	21,000	(1,000)	20,000	16,500	FAV
17	DESIGNATED FROM PRIOR YEAR	150,000	0	0	0	0	0	FAV
18	OTHER REVENUE	18,429	20,980	29,129	3,000	32,129	11,149	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	<b>MISCELLANEOUS INCOME</b>	<b>189,039</b>	<b>24,480</b>	<b>50,129</b>	<b>2,000</b>	<b>52,129</b>	<b>27,649</b>	<b>FAV</b>
21	<b>BUILDING RENOVATION GRANTS</b>	<b>6,491</b>	<b>6,491</b>	<b>6,491</b>	<b>0</b>	<b>6,491</b>	<b>0</b>	<b>FAV</b>
22	<b>TOTAL REVENUES</b>	<b>46,873,257</b>	<b>47,835,699</b>	<b>47,482,621</b>	<b>(37,481)</b>	<b>47,445,140</b>	<b>(390,559)</b>	<b>UNF</b>

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

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

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2015-2016</b>	<b>2016-2017</b>	<b>FEB '17</b>	<b>CHANGE</b>	<b>MAR '17</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	5111-CERTIFIED SALARIES	19,988,435	20,577,557	20,415,171	1,016	20,416,187	(161,370)	FAV
2	5112-CLASSIFIED SALARIES	4,138,216	4,390,379	4,352,214	5,359	4,357,573	(32,806)	FAV
3	<b>SALARIES</b>	<b>24,126,651</b>	<b>24,967,936</b>	<b>24,767,385</b>	<b>6,375</b>	<b>24,773,760</b>	<b>(194,176)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	326,618	334,538	344,080	0	344,080	9,542	UNF
5	5210-FICA - ER	257,153	259,642	273,272	(2,104)	271,168	11,526	UNF
6	5220-WORKERS' COMPENSATION	220,492	230,851	230,851	1,562	232,413	1,562	UNF
7	5255-MEDICAL & DENTAL INSURANCE	4,080,297	4,171,526	3,859,790	(81,384)	3,778,406	(393,120)	FAV
8	5860-OPEB TRUST	152,104	157,272	157,272	0	157,272	0	FAV
9	5260-LIFE INSURANCE	41,159	42,123	44,624	0	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	<b>BENEFITS</b>	<b>6,098,343</b>	<b>6,143,208</b>	<b>5,900,547</b>	<b>(81,926)</b>	<b>5,818,621</b>	<b>(324,587)</b>	<b>FAV</b>
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	2,779,311	(35)	2,779,276	(177,973)	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	3,388,406	(82,356)	3,306,050	(451,093)	FAV
26	5590-OTHER PURCHASED SERVICES	70,038	84,845	84,845	0	84,845	0	FAV
27	<b>PURCHASED SERVICES</b>	<b>7,249,910</b>	<b>8,409,037</b>	<b>7,877,862</b>	<b>(82,391)</b>	<b>7,795,471</b>	<b>(613,566)</b>	<b>FAV</b>

Column 7: FAV=Favorable Variance

Revenues: At or OVER budget

Expenditures: At or UNDER budget

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

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2015-2016</b>	<b>2016-2017</b>	<b>FEB '17</b>	<b>CHANGE</b>	<b>MAR '17</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
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	<b>DEBT SERVICE</b>	<b>4,743,788</b>	<b>4,709,213</b>	<b>4,709,213</b>	<b>0</b>	<b>4,709,213</b>	<b>0</b>	<b>FAV</b>
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	(29,000)	64,706	(29,000)	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	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,844,704</b>	<b>2,963,347</b>	<b>2,884,862</b>	<b>(29,000)</b>	<b>2,855,862</b>	<b>(107,485)</b>	<b>FAV</b>
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	<b>EQUIPMENT</b>	<b>338,909</b>	<b>173,160</b>	<b>173,160</b>	<b>0</b>	<b>173,160</b>	<b>0</b>	<b>FAV</b>
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	(48,574)	0	(48,574)	(48,574)	FAV
48	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>176,699</b>	<b>311,000</b>	<b>262,426</b>	<b>0</b>	<b>262,426</b>	<b>(48,574)</b>	<b>FAV</b>
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	<b>DUES AND FEES</b>	<b>126,518</b>	<b>158,798</b>	<b>158,798</b>	<b>0</b>	<b>158,798</b>	<b>0</b>	<b>FAV</b>
53	<b>5856-TRANSFER ACCOUNT</b>	<b>427,713</b>	<b>0</b>	<b>345,000</b>	<b>0</b>	<b>345,000</b>	<b>345,000</b>	<b>UNF</b>
54	<b>ESTIMATED UNSPENT BUDGETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
55	<b>TOTAL EXPENDITURES</b>	<b>46,133,235</b>	<b>47,835,699</b>	<b>47,079,253</b>	<b>(186,942)</b>	<b>46,892,311</b>	<b>(943,388)</b>	<b>FAV</b>

Column 7: FAV=Favorable Variance

Revenues: At or OVER budget

Expenditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES & EXPENDITURES BY CATEGORY  
FINANCIAL ANALYSIS  
FOR THE FISCAL YEAR 2016-2017**



**MARCH 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 \$552,829 FAV (previously \$407,363 FAV), which appears on page 1, column 6, line 20.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is \$390,559 UNF (previously \$349,083 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**

<b><u>Month</u></b>	<b><u>Peoples United</u></b>	<b><u>State Treasurer's Investment Fund</u></b>
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%
<b><i>February 2017</i></b>	<b><i>0.400%</i></b>	<b><i>0.640%</i></b>
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 \$400,701 UNF (previously \$357,225 UNF) based on the March SEDAC-G report filed with the State and a reimbursement rate of 70%.***

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

The forecast is based on a historical analysis and actual revenue collected. The projected variance is **\$16,500 FAV** previously \$17,500.

**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. *A vendor refund for \$3,861 was received. The projected variance is \$11,149 FAV (previously, \$8,149 FAV).*

**EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is **\$943,388 FAV (previously \$756,446 FAV)**, which appears on page 4, column 6, line 55.

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

*Current projection is for \$161,370 FAV (previously \$162,386 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 \$32,806 FAV, (previously \$38,165 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. *The forecast reflects adjustments to the overtime estimate.*

**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 **\$21,068 UNF (previously \$23,172 UNF)** The accounts are based on the current salary forecast.

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

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be as budgeted. *The workers' compensation audit premium came in at \$1,562 higher than budgeted making the forecast \$1,562 UNF.*

**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 **\$424,152 FAV** (previously \$360,588 FAV). *February claims are under budget by \$63,564 FAV and fees are under budget \$17,820 FAV.*

**CLAIMS OF CURRENT EMPLOYEES AND RETIREES**

<b>MONTH</b>	<b>2016-2017 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>VARIANCE</b>	<b>2015-2016 ACTUAL</b>	<b>2014-2015 ACTUAL</b>
<b><i>JUL</i></b>	<b><i>\$ 309,902</i></b>	\$ 372,267	<b><i>\$ (62,365)</i></b>	\$ 424,798	\$ 311,067
<b><i>AUG</i></b>	<b><i>\$ 466,996</i></b>	\$ 372,267	<b><i>\$ 94,729</i></b>	\$ 298,314	\$ 336,053
<b><i>SEP</i></b>	<b><i>\$ 250,040</i></b>	\$ 372,267	<b><i>\$ (122,227)</i></b>	\$ 311,187	\$ 282,989
<b><i>OCT</i></b>	<b><i>\$ 250,625</i></b>	\$ 372,267	<b><i>\$ (121,642)</i></b>	\$ 316,592	\$ 368,169
<b><i>NOV</i></b>	<b><i>\$ 307,308</i></b>	\$ 372,267	<b><i>\$ (64,959)</i></b>	\$ 382,903	\$ 326,683
<b><i>DEC</i></b>	<b><i>\$ 482,363</i></b>	\$ 372,267	<b><i>\$ 110,096</i></b>	\$ 416,646	\$ 419,537
<b><i>JAN</i></b>	<b><i>\$ 178,047</i></b>	\$ 372,267	<b><i>\$ (194,220)</i></b>	\$ 382,654	\$ 284,899
<b><i>FEB</i></b>	<b><i>\$ 308,703</i></b>	\$ 372,267	<b><i>\$ (63,564)</i></b>	\$ 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
<b>TOTALS</b>	<b>\$ 4,043,056</b>	<b>\$4,467,208</b>	<b>\$ (424,152)</b>	<b>\$4,317,770</b>	<b>\$3,832,283</b>

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

<b>2013-2014 ACTUAL</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>2016-2017 FORECAST</b>
103.8%	87.3%	99.88%	100.0%	<b><i>90.5%</i></b>

**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)**

<b>MONTH</b>	<b>2016-2017 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>VARIANCE</b>	<b>2015-2016 ACTUAL</b>	<b>2014- 2015 ACTUAL</b>
<i><b>JUL</b></i>	\$ 79,407	\$ 60,023	\$ 19,384	\$ 95,297	\$ 85,723
<i><b>AUG</b></i>	\$ 101,465	\$ 60,023	\$ 41,442	\$ 87,514	\$ 88,370
<i><b>SEP</b></i>	\$ 75,692	\$ 60,023	\$ 15,669	\$ 73,583	\$ 96,853
<i><b>OCT</b></i>	\$ 80,902	\$ 60,023	\$ 20,879	\$ 76,154	\$ 97,604
<i><b>NOV</b></i>	\$ 46,802	\$ 60,023	\$ (13,221)	\$ 41,351	\$ 55,394
<i><b>DEC</b></i>	\$ 42,983	\$ 60,023	\$ (17,040)	\$ 40,224	\$ 47,437
<i><b>JAN</b></i>	\$ 41,762	\$ 60,023	\$ (18,261)	\$ 29,552	\$ 47,120
<i><b>FEB</b></i>	\$ 42,203	\$ 60,023	\$ (17,820)	\$ 38,454	\$ 46,962
<b>MAR</b>	\$ 60,023	\$ 60,023	\$ -	\$ 39,472	\$ 46,314
<b>APR</b>	\$ 60,023	\$ 60,023	\$ -	\$ 39,177	\$ 46,798
<b>MAY</b>	\$ 60,023	\$ 60,023	\$ -	\$ 28,560	\$ 46,805
<b>JUN</b>	\$ 60,024	\$ 60,024	\$ -	\$ 28,670	\$ 47,120
<b>TOTALS</b>	\$ 751,309	\$ 720,277	\$ 31,032	\$ 618,008	\$ 752,500

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

The forecast is based on the current staff. The projected variance is *\$2,501 UNF based on updated salary information (previously \$2,494 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. *\$7,500 UNF previously 9,000 UNF*

**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 \$12,706 YTD, Negotiation legal services are \$10,639 YTD, Personnel legal services are \$2,080 YTD and Special Education legal services are \$44,328 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 (\$6,500 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 ***\$451,093 FAV (previously \$368,737)***. 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 ***\$43,328 FAV (previously \$41,486) FAV.***

	<b>FY12-13 ACTUAL</b>	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 BUDGET</b>	<b>FY16-17 FORECAST</b>
Sound	8	7	5	4	5	3
Trumbull	2	2	2	3	4	3
Nonnewaug	2	2	1	3(5) <sup>a</sup>	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
<b>Totals</b>	<b>14</b>	<b>12</b>	<b>9</b>	<b>12(14)</b>	<b>15</b>	<b>9</b>

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

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

	<b>FY12-13 ACTUAL</b>	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 BUDGET</b>	<b>FY16-17 FORECAST</b>
<b>ECA</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>22</b>	<b>25</b>	<b>15</b>

Public (ACES) and private out-of-district placements has a projected variance of *\$362,315 FAV (previously \$281,801) FAV.*

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

**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)**

<b>MONTH</b>	<b>2016-2017 FORECAST</b>	<b>2016-2017 BUDGET</b>	<b>VARIANCE</b>	<b>2015-2016 ACTUAL</b>	<b>2014-2015 ACTUAL</b>
<b><i>JUL</i></b>	<b><i>308,892</i></b>	352,346	<b><i>(43,454)</i></b>	339,296	321,976
<b><i>AUG</i></b>	<b><i>363,040</i></b>	363,649	<b><i>(609)</i></b>	374,855	331,999
<b><i>SEP</i></b>	<b><i>336,638</i></b>	363,425	<b><i>(26,787)</i></b>	361,951	349,784
<b><i>OCT</i></b>	<b><i>280,809</i></b>	305,266	<b><i>(24,457)</i></b>	293,904	292,657
<b><i>NOV</i></b>	<b><i>283,913</i></b>	292,634	<b><i>(8,721)</i></b>	276,758	287,227
<b><i>DEC</i></b>	<b><i>271,495</i></b>	297,359	<b><i>(25,864)</i></b>	269,037	297,565
<b><i>JAN</i></b>	<b><i>271,495</i></b>	309,596	<b><i>(38,101)</i></b>	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	<b>3,720,936</b>	<b>3,888,929</b>	<b>(167,993)</b>	<b>3,651,004</b>	<b>3,773,114</b>

**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 February 2017 total \$59,765.*

**DEGREE DAYS:** The number of degree days are **2,837** fiscal year to date compared to **2,689** 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. *The forecast projects an unspent balance of approximately \$29,000 FAV.*

**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.

**APPENDIX A**

**COST SAVINGS AND  
EFFICIENCIES FOR FISCAL  
YEAR 2016-2017**

---

**TOTAL ANNUAL SAVINGS TO-DATE OF:     \$ 589,402**

---

**\$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.

**\$1,032:** The postage meter lease was negotiated to upgrade the machines to digital from analog at a reduced price for Amity High School and District Office.

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).

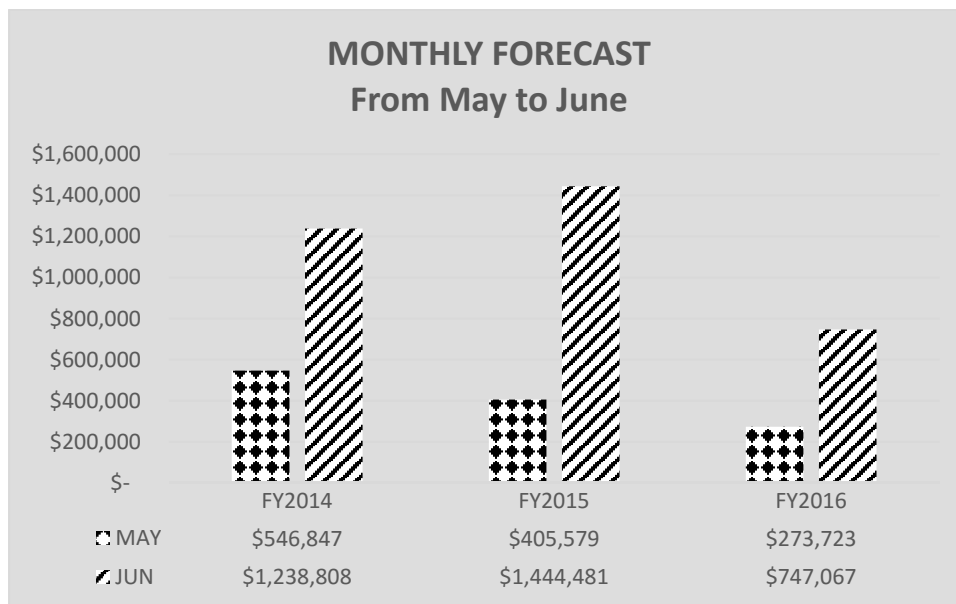
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 30<sup>th</sup> but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. The primary reason for the unspent funds was special education expenditures of \$42,860, which were not spent.

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

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

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

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

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

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

## APPENDIX 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**

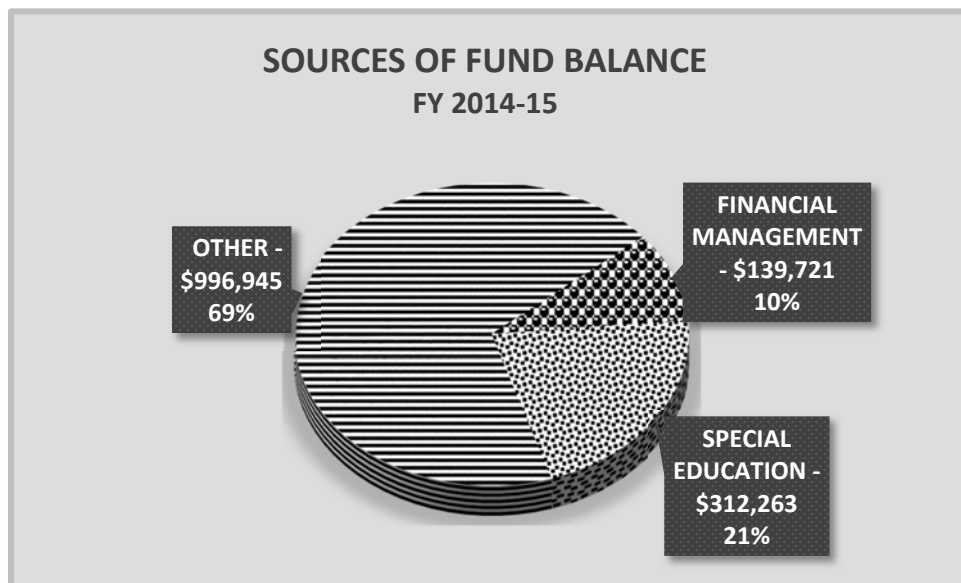
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

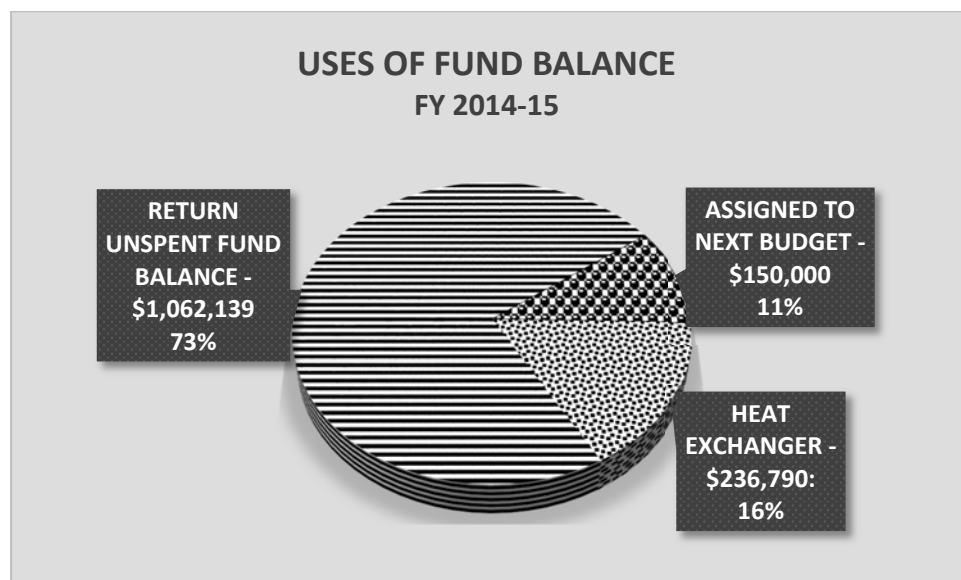
The primary sources of the fund balance are shown graphically below:



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>
<b>Total</b>	<b>\$1,062,139</b>

## 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 30<sup>th</sup> but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. 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.



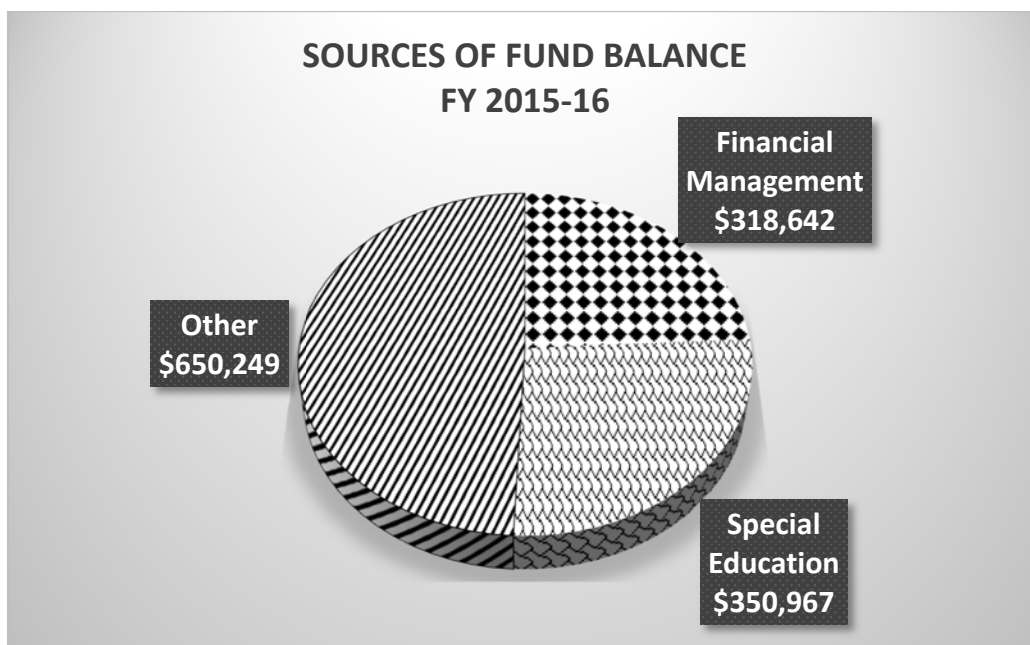
**\$30,315:** The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

**\$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.

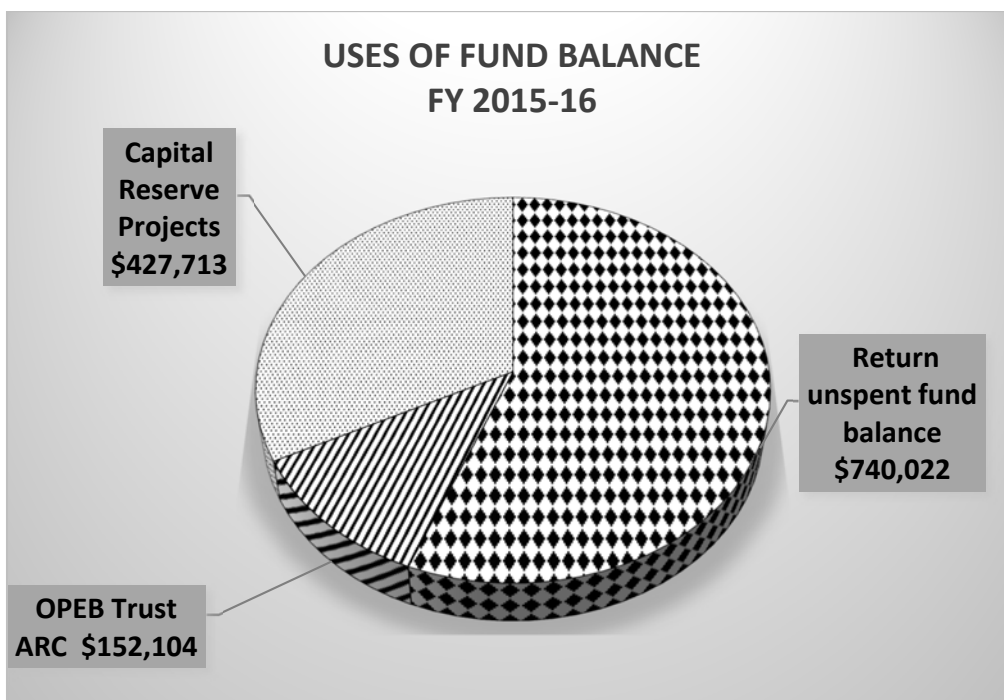
The primary sources of the fund balance are shown graphically below:



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
<b>Total</b>	<b>\$ 740,022</b>

Amity Regional School District No. 5 - Budget Transfers 2016-2017

51

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; 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	5611 INSTRUCTIONAL SUPPLIES	\$ -1,900.00	Sci Transfer
August 2016	43	03111013	5731 EQUIPMENT - REPLACEMENT	\$ -400.00	Sci Transfer
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	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	5641 TEXTBOOKS	\$ -1,065.00	SUPPLIES FOR COMMON CORE
August 2016	120	02111014	5611 INSTRUCTIONAL SUPPLIES	\$ 1,065.00	SUPPLIES FOR COMMON CORE
September 2016	104	01132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 200.00	Author Visit for entire school
September 2016	104	01132120	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	04121203	5730 EQUIPMENT - NEW	\$ 982.00	TRANSITION CLASS-STOVE/HOOD
November 2016	195	04121200	5611 INSTRUCTIONAL SUPPLIES	\$ -340.00	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	5690 OTHER SUPPLIES	\$ -2,500.00	CHROMEBOOKS
December 2016	141	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 2,500.00	CHROMEBOOKS
December 2016	193	02142219	5611 INSTRUCTIONAL SUPPLIES	\$ -44.00	SHIPPING CHARGES
December 2016	193	02111006	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	05142600	5720 IMPROVEMENTS TO SITES	\$ 1,300.00	catch basins
December 2016	195	03142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -1,300.00	catch basins
January 2017	223	03111008	5730 EQUIPMENT - NEW	\$ 1,050.00	tool to bend metal safely
January 2017	223	03111008	5611 INSTRUCTIONAL SUPPLIES	\$ -1,050.00	tool to bend metal safely
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	01142700	5510 PUPIL TRANSPORTATION	\$ 235.00	Field Trip to Trinity College
January 2017	79	01132400	5581 TRAVEL - CONFERENCES	\$ -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	129	03132220	5690 OTHER SUPPLIES	\$ -500.00	Library Computer Logon Mgmt.
January 2017	129	05142350	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 500.00	Library Computer Logon Mgmt.
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	166	01111006	5611 INSTRUCTIONAL SUPPLIES	\$ -1,448.00	INSTR.&ADMIN PURPOSES-SURFACE
January 2017	166	05142350	5690 OTHER SUPPLIES	\$ 1,448.00	INSTR.&ADMIN PURPOSES-SURFACE
January 2017	204	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 2,392.00	Audio/Visual upgrade-TV&Speakr
January 2017	204	01132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -2,392.00	Audio/Visual upgrade-TV&Speakr
January 2017	219	05142700	5510 PUPIL TRANSPORTATION	\$ -166.00	TRANSPORTATION FOR ILR

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
January 2017	219	03142700	5510	PUPIL TRANSPORTATION	\$ 166.00 TRANSPORTATION FOR ILR
February 2017	4	03111008	5730	EQUIPMENT - NEW	\$ 1,000.00 METAL TOOL FOR ART
February 2017	4	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -1,000.00 METAL TOOL FOR ART
February 2017	14	01111005	5611	INSTRUCTIONAL SUPPLIES	\$ -715.00 LAPTOP TO REPLACE IPAD ENGLISH
February 2017	14	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 715.00 LAPTOP TO REPLACE IPAD-ENGLISH
February 2017	15	04126116	5510	PUPIL TRANSPORTATION	\$ 2,980.00 TRANSPORTATION TO WORK SITE
February 2017	15	04126117	5560	TUITION EXPENSE	\$ -2,980.00 TRANSPORTATION TO WORK SITE
February 2017	123	01111005	5611	INSTRUCTIONAL SUPPLIES	\$ -1,469.00 SURFACE3 ED BNDLE-WLD LNG-AMSB
February 2017	123	05142350	5730	EQUIPMENT - NEW	\$ 1,469.00 SURFACE3 ED BNDLE-WLD LNG-AMSB
February 2017	199	02111010	5731	EQUIPMENT - REPLACEMENT	\$ 2,400.00 Replace broken xylophone
February 2017	199	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,400.00 Replace broken xylophone
February 2017	233	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 1,500.00 TV/SUB WOOFER
February 2017	233	05142350	5690	OTHER SUPPLIES	\$ -1,500.00 TV/SUB WOOFER

## **Students**

### **School Safety**

#### **School Resource Officer**

In order to make schools more orderly, safer and secure, the district may employ a police officer to deliver security services as a school resource officer (SRO).

It is understood and agreed that the Board of Education and the Police Department officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program in the schools:

1. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
2. To encourage SROs to attend extra-curricular activities held at schools, when possible;
3. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and/or use of weapons on campus, the sale and/or distribution of controlled substances, and riots;
4. To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school; and
5. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.
6. To be involved in the development of District and school safety/crisis plans.

## **Students**

### **School Safety**

#### **School Resource Officer**

Duties include, but are not limited to:

1. The observation and reporting of any unlawful act;
2. The prevention of theft or misappropriation of any item of value;
3. The control of access to premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of district property, students, staff and persons and property on or about district property or while attending district-sponsored activities.
6. Investigating and documenting specific incidents;
7. Assistance in identifying, intervening and communicating with at-risk students;
8. Provision of crime prevention education;
9. Promotion of a positive student attitude towards law enforcement;
10. Operating as a liaison between the community and the District.

The Superintendent of Schools will develop administrative regulations as necessary to implement this policy.

The Board will work in cooperation with the law enforcement agency/police department in the placement of a school resource officer in its high school. The objectives and qualifications of the resource officers will be determined by the police department and shall be subject to approval by the Board.

The Board shall enter into a Memorandum of Understanding (MOU) with the local police department that defines the officer's role and responsibilities. The MOU must address daily interactions among students, school personnel, and police officers, and must include a graduated response model for student discipline.

## **Students**

### **School Safety**

#### **School Resource Officer**

(cf. 5114 - Suspension/Expulsion; Student Due Process)

(cf. 5131 - Student Conduct)

(cf. 5131.2 - Assault)

(cf. 5131.21 - Terrorist Acts/Threats)

(cf. 5131.4 - School Grounds Disturbances)

(cf. 5131.41 - In-School Disturbances)

(cf. 5131.5 - Vandalism)

(cf. 5131.6 - Drugs, Tobacco, Alcohol)

(cf. 5131.61 - Inhalant Abuse)

(cf. 5131.612 - Surrender of Physical Evidenced Obtained from Students)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5131.8 - Off School Grounds Misconduct)

(cf. 5131.9 - Gang Activity or Association)

(cf. 5141.6 - Crisis Management)

(cf. 5142 - Safety)

(cf. 5144 - Use of Physical Force)

(cf. 5145.11 - Questioning and Apprehension)

(cf. 5145.12 - Search and Seizure)

(cf. 5145.121 - Vehicle Searches on School Grounds)

## **Students**

### **School Safety**

#### **School Resource Officer**

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-220 Duties of boards of education.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

PA 15-168 An Act Concerning Collaboration Between Boards of Education and School Resource Officers and the Collection and Reporting of Data on School-Based Arrests

PA 94-221 An Act Concerning School Discipline and Safety.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.



## Students

### Conduct

#### Video Surveillance

The Board of Education recognizes the district's responsibility to maintain order, discipline, safety and security on school property. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline, control building access, and that a certain amount of restraint upon the activities of students and building visitors is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order, discipline, safety and security finds that it is appropriate to provide for the use of video camera surveillance on school grounds as follows:

1. The district shall notify its students and staff that video surveillance may occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook;
2. The use of video surveillance equipment on transportation vehicles shall be supervised by the district transportation supervisor. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator;
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;
4. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

Legal Reference: Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

Connecticut General Statutes

[10-221](#) Boards of Education to prescribe rules

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
PUBLIC SCHOOLS**

**MISSION-GOALS-OBJECTIVES****SERIES 0000**

		Number	Policy or Regulation
0.	Mission and Functions .....	0000	P
1.	Code of Ethics .....	0050	P
	A. School District Legal Status .....	0050.1	P
	B. Mission Statement/Purposes .....	0100	P
2.	<b>*Goals/Objectives.....</b>	<b>0200</b>	<b>P</b>
	A. Goals/Objectives for Student Accomplishment .....	0210	P
	(i) Student Learning Goals/Indicators of Success .....	0210.1	P
	(ii) Guidelines for School Improvement Teams.....	0210.2	P
	B. Aims for Student Learning Programs .....	0211	P
3.	Policies for the Public Schools .....	0300	P
4.	Comprehensive Improvement Plans/Schedules .....	0500	P
5.	<b>Equal Opportunity Plan/Nondiscrimination.....</b>	<b>0521</b>	<b>P/R</b>
	A. Grievance Procedure - Title IX/ Rehabilitation Act, Section 504 .....	0521.1	R
	B. Religious Neutrality.....	0521.2	P
	C. Racial Balance .....	0522	P
	D. Equity and Diversity .....	0523	P
6.	Monitoring and Reporting: State .....	0600	P

**\*Bold line indicates policies which boards of education must have due to federal or state law**

as EDITED

*Existing policy, number 0000 adopted 5/9/05, modified.*

## Mission-Goals-Objectives

### Mission and Functions

#### Statement of Purpose

Amity Regional School District No. 5 believes that education is a cooperative effort shared by the school, family, and community. We believe a creative and challenging academic program, strong support services, and varied opportunities in the Arts and Athletics will best serve our students. We encourage students to acquire knowledge and to think critically as they seek to achieve their potential. The Amity Schools challenge students to become active lifelong learners and literate, caring, creative, and effective world citizens. We seek to instill a sense of personal integrity in a climate of mutual respect and strive to provide a physically safe and emotionally healthful environment. mission of the Amity School District is to enable every student to become a lifelong learner and a literate, caring, creative and effective world citizen.

#### High School Mission Statement

The mission of Amity Regional High School is to create an inclusive community that affirms the contributions, strengths, and talents of all of its members. We bear a responsibility to ourselves and to the school community to develop in all students the skills and the desire necessary to become contributing members of a just society.

#### Middle School Mission Statement

Our mission is to provide a safe, healthy and caring environment that maximizes the social, emotional, physical and intellectual growth of the young adolescent.

Reference: Amity Regional High School Student Handbook, 2015-16, p.9.

Amity Middle School Student Handbook, 2015-16, p.3.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

*Existing policy, number 0050 adopted 5/9/05, appropriate as written. A sample follows for comparison and consideration.*

## Mission-Goals-Objectives

### Code of Ethics

This Code of Ethics is based upon "Standards of Leadership for Members of Boards of Education" recommended by the CABE Board of Directors in 1977:

- ✓ 2 1. I will, as an agent of the state, uphold all laws, rules, regulations, and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.
- ✓ 4 2. I will work to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
- ✓ 6 3. I will strive to ensure that the community is fully and accurately informed about our schools, and will try to interpret community aspirations to the school staff.
- ✓ 7 4. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow Board members, to see that they are well run through effective policies.
- ✓ 8 5. I will confine my Board action to policy-making, planning and appraisal.
- ✓ 10 6. I will recognize that authority rests only with the whole Board assembled in public meeting, and will make no personal promises or take any private action which may compromise the Board.
- ✓ 11 7. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interests or partisan political groups. I will never use my position on the Board for personal gain.
- ✓ 12 8. I will hold confidential all matters pertaining to schools, which, if disclosed, might needlessly injure individuals or the schools.
- ✓ 13 9. I will insist that all school business transactions be open and ethical.
- ✓ 14 10. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
- ✓ 15 11. I will strive to appoint the best trained technical and professional personnel available, upon recommendation of the Superintendent.
- ✓ 16 12. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
- ✓ 17 13. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

*CABE's suggested policy.*

## Mission-Goals-Objectives

### Code of Ethics

This Code of Ethics is based upon "Standards of Leadership for Members of Boards of Education" recommended by the CABE Board of Directors in 1977:

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of "children first".
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations, and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.
3. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, or social standing.
4. I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
5. I will join with my Board, staff, community, and students in becoming fully informed about the nature, value, and direction of contemporary education in our society. I will support needed change in our schools.
6. I will strive to ensure that the community is fully and accurately informed about our schools, and will try to interpret community aspirations to the school staff.
7. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow Board members, to see that they are well run through effective policies.
8. I will attempt to confine my Board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.
9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meeting. I will respect the opinions of others, and abide by the principle of majority-rule.
10. I will recognize that authority rests only with the whole Board assembled in public meeting, and will make no personal promises or take any private action which may compromise the Board.

## Mission-Goals-Objectives

### Code of Ethics (continued)

- ✓ 11. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interests or partisan political groups. I will never use my position on the Board for personal gain.
- ✓ 12. I will hold confidential all matters pertaining to schools, which, if disclosed, might needlessly injure individuals or the schools.
- ✓ 13. I will insist that all school business transactions be open and ethical.
- ✓ 14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
- ✓ 15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.
- ✓ 16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
- ✓ 17. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

Policy adopted:



ACCEPT

63

P0050.1

*Existing policy, number 0050.1 adopted 5/9/05, appropriate as written.*



## **Mission - Goals - Objectives**

### **School District Legal Status**

The United States Constitution leaves to the individual states the responsibility for public education. The Constitution of the State of Connecticut requires the Legislature to establish and maintain a system of free public schools open to all children of the State. To carry out this mandate, the Legislature has provided for a State Board of Education with broad powers for the general supervision and control of the educational interests of the State.

The unit of local school management and control is the Board. State statutes designate the regional school district as a school district and, thus, the geographical limits and boundaries of the towns of Bethany, Orange and Woodbridge are also the territorial limits and boundaries of the Regional School District No. 5.

Legal Reference: United States Constitution, Tenth Amendment

Connecticut State Constitution, Art. VIII, Sec. 1

Connecticut General Statutes

10-1 et seq.i

10-240 et seq.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

ACCEPT

64  
P0100

*Existing policy, number 0100 adopted 5/9/05, appropriate as written.*

## **Mission - Goals - Objectives**



### **District Mission**

The mission of the Amity Regional School District No. 5 is to enable every Amity student to become a life-long learner and a literate, caring, creative, and effective world citizen.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut



*Existing policy, number 0200 adopted 5/9/05, appropriate as modified. Other versions follow for comparison and consideration.*

## **Mission-Goals-Objectives**

### **District Goals for Student Accomplishment**

#### **Expectations for Student Performance**

To accomplish this mission, we are committed to developing creative skills and critical thinking in all of our students through the following learning expectations:

##### **Academic**

1. Students will demonstrate the ability to effectively read a range of texts with varying complexity.
2. Students will produce and distribute a variety of writing designed to entertain, inform, or argue, as well build and present knowledge derived from research.
3. Students will speak and listen effectively in order to comprehend ideas and information, collaborate, and present knowledge and ideas to a variety of audiences.
4. Students will demonstrate a command of language convention through effective use of language in writing and speaking, and through the acquisition and use of domain-specific and academic vocabulary.
5. Students will make sense of problems and persevere when solving them.
6. Students will use appropriate tools strategically to solve problems.

##### **Social**

7. Students will respect the rights, property and opinions of others.
8. Students will regularly give to others unselfishly and be considerate and kind to all.
9. Students will be aware of, and concerned for, the feelings of others and deal with others in a kind and sympathetic manner.
10. Students will demonstrate an ability and commitment to work collaboratively with others.

##### **Civic**

11. Students will exhibit personal integrity and ethical decision-making.
12. Students will demonstrate social responsibility for the school environment by recognizing the impact of their decisions on others and themselves.
13. Students will participate in meaningful activities within the school community.
14. Students will demonstrate an awareness of their global responsibility to others and the environment.

Reference: Amity Regional Senior High School Student/Parent Handbook, 2015-16 p.9.

## **Mission-Goals-Objectives**

### **Goals and Objectives**

#### **District Goals**

##### **Version #1**

The District shall maintain a coordinated K-12 program designed to improve student achievement.

The following practices contribute to achieving this goal.

The District will develop a partnership with staff, parents and community members to identify and revise goals consistent with the goals adopted by the State Board of Education. To successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue, goals adopted by the District will:

1. Ensure that all students, regardless of linguistic background, culture, race, sex, capability or geographic location, have access to a quality education in a safe, motivating environment;
2. Hold all students to rigorous academic standards and expect them to succeed;
3. Provide students with opportunities to demonstrate their achievement in knowledge and skills;
4. Encourage parental and community involvement in their student's education;
5. Develop in students lifelong academic skills to prepare them for an ever-changing world;
6. Develop in students the core ethical values that our diverse society shares and holds important, including but not limited to: respect, responsibility, caring, trustworthiness, justice, fairness, civic virtue and citizenship; and
7. Equip students with the knowledge and skills necessary to pursue the future of their choice and to prepare students to function effectively in various life roles.

##### **Version #2**

The District shall maintain a coordinated K-12 program designed to improve student achievement and to successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue.

The District will work with staff, parents and community members to develop District goals. Goals will be adopted by the Board consistent with the goals adopted by the State Board of Education. Goals will be reviewed annually and revised as needed.

Policy adopted:

cps 3/04

*CABE's sample policy to consider.*

## Mission-Goals-Objectives

### Goals for the \_\_\_\_\_ Public Schools

**Introduction.** The terms "goal", "objective", and "performance objective" parallel those given in an American Association of School Administrators Handbook <sup>1</sup> :

**Goal:** "A goal statement is one step more precise than a mission statement. Many goal statements may come out of a mission declaration. Each describes a desired terminal point to be reached sometime in the future to fulfill the mission, and general directions to pursue the mission. A goal statement, likewise, remains too broad to be useful in identifying specific operational activities. A goal is seen by some as a "broad objective". It must be broken down further if its declarations and outcomes are to serve as guides to action."

**Objective:** "An objective is an outcome statement that is consistent with and grows out of a related goal statement. It is a more specific expression of a position, behavior, process, or product to be achieved by a major operational division of an organization over a shorter time period. It is a desired outcome that is capable of being measured with specificity."

**Performance Objective:** "Performance objectives are more sharply focused on specific objectives. Usually they describe outcomes that are measurable and achievable relatively quickly. They are likely to be set primarily for categories, departments, or units within an organization for specific administrators."

These goals are presented with the full realization that the school is only one of several social institutions or influences affecting the child. Its contribution is modified by the intellectual, social, emotional, and affective potentialities that each child brings to the school environment. Our intent is that the school should contribute as fully as possible to the development of each child in the directions indicated by the goals stated.

It is the responsibility of the school administration and staff to delineate and update those educational objectives and performance objectives which at each school level will best achieve the goals as stated, together with the means to evaluate periodically the attainment of such objectives. Only then will these goals have full meaning.

To implement the Philosophy of the \_\_\_\_\_ Public Schools, we accept this charge:

1. to enable students to grow academically, socially, and emotionally by encouraging them to accept responsibility and to understand the consequences of their decisions;

---

<sup>1</sup> Management by Objectives and Results - a guidebook for today's school executive, American Association of School Administrators, Arlington, VA., 1973: pp. 36-37.

REJECT

**Mission-Goals-Objectives****Goals for the \_\_\_\_\_ Public Schools (continued)**

2. to provide students with opportunities to master basic skills essential to competent functioning in society, including the ability to read, write, listen, and speak and view proficiently; to manipulate basic mathematical concepts; and to acquire a general knowledge of the sciences;
3. to enable students to apply knowledge, problem-solving techniques, creativity, and current technology from the various disciplines to the challenges presented by our changing society and physical environment;
4. to enable students to pursue independent thought and research through both assigned and self-initiated projects;
5. to enable students to explore the world's cultural heritage through experiences which help to broaden social awareness;
6. to provide curricular and co-curricular activities which will give students the opportunity to grow aesthetically, emotionally, intellectually, physically, and socially through interaction with others;
7. to provide appropriate programs and services for students with special intellectual, physical, and emotional needs;
8. to enable students to develop aesthetic appreciation through integral experiences in art, music, science, literature, and languages;
9. to enable students to acquire the skills necessary for intellectual growth using Educational Information Services and programs, and instruction in the use of appropriate resources to support their learning;
10. to enable students to develop as healthy individuals by providing life skills through health and physical education programs and health services;
11. to enable students to develop personal and vocational skills through appropriate grade level experiences in foreign language, practical and technical arts;
12. to enable students to meet their academic, personal, social, emotional, and vocational needs through guidance, counseling, and special services;

REJECT

**Mission-Goals-Objectives****Goals for the \_\_\_\_\_ Public Schools (continued)**

13. to enable students to learn the responsibilities of citizenship in a democracy, emphasizing participation in global, national, and community affairs through practical curricula and co-curricular activities in the social sciences;
14. to enhance the capabilities of the staff by setting expectations and by providing opportunities for growth through professional development and other experiences;
15. to foster greater community understanding and support by encouraging citizen involvement in school activities and programs;
16. to provide a safe and orderly environment conducive to the learning process.

(cf. 0100 Philosophy of the Public Schools)

Policy adopted:

*Some sample goal statements to consider, modify from various districts.*

## **Mission-Goals-Objectives**

### **District Goals**

#### ***Version 1 (Berlin Board of Education)***

##### **Student Achievements**

Each and every student in the Berlin Public Schools will achieve established, rigorous performance standards in all areas of student learning by becoming independent strategic readers, problem solvers, and critical thinkers.

##### **Communication**

The Berlin Board of Education will establish reciprocal communication that is accessible and understandable, and that unites all citizens around the belief that high quality public education is a community's most valuable asset.

##### **Facilities and Educational Adequacy**

The Berlin Board of Education will ensure all students have the opportunity to learn and achieve in safe and educationally adequate facilities by meeting the needs of the district with respect to adequate space and the quality of learning environments.

##### **Board Governance**

The Berlin Board of Education will institutionalize a focus on continuous improvement leading to student achievement and student success through its development of policy, ongoing evaluation, and commitment to individual and Board professional growth.

#### ***Version 2 (Plainville Board of Education)***

##### **Goal #1. Promote higher student achievement in all areas through continuous improvement**

- a. Establish and maintain high standards for achievement
- b. Develop means to encourage and measure staff and student performance
- c. Provide instruction and support to students of all learning levels and styles to the end that they achieve at the highest possible level

##### **Goal #2. Increase levels of parental and community involvement as it impacts the schools**

- a. Develop an ongoing system of open communication between schools and families
- b. Develop an outreach program to link with parents and the community

##### **Goal #3. Support strong co-curricular programs for students**

- a. Provide a wide range of activities
- b. Develop school community partnerships

##### **Goal# 4. Promote a safe, secure and positive learning environment**

- a. Implement "Tools for Schools" to evaluate and address air quality issues
- b. Conduct school climate student to assess how people communicate, interact and solve problems



REJECT

## Mission-Goals-Objectives

### District Goals (continued)

#### *Version 3 (Old Saybrook Board of Education)*

#### **Educate the Whole Child**

##### **Academic Excellence:**

- Promote high academic achievement for each student in all subjects
- Achieve state and national standards for each student
- Provide equal opportunities for all students to enhance their learning and performance
  - ❖ Maximize instructional strategies to prepare students for the challenges of the 21st Century
  - ❖ Analyze assessment data in a timely manner to inform instruction
  - ❖ Enhance professional development opportunities to maximize instructional practices
  - ❖ Further integrate technological strategies to support instruction
  - ❖ Assess the effectiveness of the curriculum and instructional program in preparing students for success after graduation

##### **Child Advocacy:**

- Promote the social, emotional, and physical well-being of each individual
- Integrate instruction and activities for wellness and nutrition
- Investigate and promote extended learning opportunities
- Promote the diversity and cultural differences of each student and family
- Recruit and retain highly qualified and diverse educators

#### **Provide a Safe, Secure, and Orderly School Environment**

- Increase civility and respect among all members of the school community
- Enhance district emergency management procedures for responding to physical, environmental, and health-related risks and threats
- Increase substance abuse awareness and prevention programs PreK-12
- Increase focus on environmental and sustainability issues

#### **Promote Effective Communication**

##### **Communication:**

- Provide timely and effective communication to all stakeholders
- Increase family/community awareness and participation to build strong partnerships

##### **Technology:**

- Continue to implement new technology to support instruction and enhance communication
- Provide efficient and integrated access to summative and formative data on all students
- Continue to maximize the potential of the Pre-K-12 Student Information System

REJECT

## Mission-Goals-Objectives

### District Goals

#### *Version 3 (Old Saybrook Board of Education)*

#### **Promote Effective Communication (continued)**

##### ***Policy and Procedure:***

- Establish policies and procedures that govern school actions
- Review Board policies to meet Federal and State legislative mandates
- Review district procedures and practices to ensure alignment with Board policy

#### **Maintain Fiscal Responsibility**

- Create and maintain a fiscally responsible annual budget
- Assess school expenditures and operations to augment the budget development process
- Assess facility improvements and their impact on school and district operations
- Continue a multi-year budget projection for long-range capital maintenance planning
- Seek creative solutions to preserve and enhance our comprehensive academic, athletic, and fine arts programs in a global environment of fiscal constraint

#### *Version 4 (Plymouth Public Schools)*

The Board's strategic three-year plan is based on long-range goals for high student performance, high quality teaching and administration, and a supportive environment for each child. Inherent in this plan is the use of data to measure academic progress.

The Plymouth School District will:

- GOAL 1:** Systematically improve student performance and accelerate academic achievement for all students.
- GOAL 2:** Promote collaboration among parents/school/community through proactive, ongoing, and open communication.
- GOAL 3:** Integrate technology to enhance instruction, information systems, and resource management.
- GOAL 4:** Develop a business plan that effectively manages district personnel and operations while improving fiscal responsibility.
- GOAL 5:** Implement Scientific Research Based Intervention (SRBI) to ensure that all students are receiving the necessary support and services in the classroom and outside the classroom to achieve mastery of the state and district standards.

Policy adopted:

cps 11/10



*A sample policy to consider.*

## **Mission - Goals - Objectives**

### **Goals/Objectives for Student Accomplishment**

#### **Goal for Student Performance in the Twenty-First Century**

The goal of the Public Schools is to provide students with sufficient basic content information and skills from the various curriculum areas so that they will be knowledgeable and informed citizens who can utilize their public school education in the global economy of the twenty-first century.

#### **System-Wide Skills Necessary to Achieve the Goals for Student Performance**

1. Learn the important information and make connections among and between big ideas, themes, and essential questions of the various disciplines.
2. Use individual and cooperative group problem-solving skills such as brainstorming, experimentation, critical thinking, creative thinking, risk-taking, and decision-making.
3. Find and use accurate and appropriate information through reading, listening, viewing, and hands-on activities.
4. Communicate clearly through written, graphic, oral, and artistic formats to the intended audience.
5. Use mathematics with accuracy and confidence.
6. Use technology as a tool to support learning, problem-solving, and communication.
7. Work collaboratively with people of various talents, skills, backgrounds and interests.
8. Demonstrate global awareness through an understanding of political, economic, and environmental issues, and individual responsibility to these issues.
9. Develop and maintain a healthful lifestyle.
10. Demonstrate responsibility and self-reliance in the areas of:

Work habits  
Conflict resolution  
Leadership  
Effective self-assessment and self-evaluation  
Goal setting for improvement

Policy adopted:

**REJECT***East Granby's version of this policy.***Mission - Goals - Objectives****Goals/Objectives for Student Accomplishment****Statement of Belief**

The Board of Education commits itself, first and foremost to the concept that the primary purpose of public education in East Granby is to promote academic excellence to the fullest extent possible for each student in the skill areas of Language Arts, including reading, writing, grammar, speaking and spelling; mathematics; English; science; and the social sciences. In addition, all students should develop an increasing proficiency in the use of these learning skills beyond minimum levels in accordance with their mental and physical abilities as they progress throughout the K-12 experience. Further, it is also the Board's strong conviction that the educational environment must foster creativity and exploration, as well as scholarship. The learning environment must be one which is responsive, supportive, and positive; which will encourage all students to perform to the best of their abilities. The instructional goals for the East Granby Public Schools address themselves to what the Board of Education feels is a program capable of providing for the educational, social, physical and emotional well being of all students.

**Instructional Goals**

Listed below are the instructional goals the Board of Education desires to move toward in an effort to meet the responsibility of educating all students. Each goal is an integral part of the total education program; no one goal stands in isolation.

**A. Goals to provide for educational needs:**

1. Gain knowledge and experience in the areas of Language Arts, including reading, writing, grammar, speaking and spelling; classical and modern literature; foreign language; mathematics; and the natural, physical and social sciences.
2. Develop analytical and critical thinking skills and effective decision-making skills.
3. Develop proper study habits and skills.
4. Develop intellectual curiosity and eagerness for life-long learning.
5. Recognize individual interests and talents and develop skills of self-learning which will foster them.
6. Provide for continuous exposure to the mores and cultural heritages of the Western, Eastern, and Third Worlds at all school levels to promote understanding of all the world's people.
7. Provide for the development of creative self-expression through the fine arts.
8. Provide for the exposure to career development and vocational education.

**REJECT****Mission - Goals - Objectives****Goals/Objectives for Student Accomplishment (continued)****B. Goals to provide for physical needs:**

1. Establish an effective individual physical fitness program which will develop skills necessary for physical well-being throughout life.
2. Promote an understanding of good health and safety habits.

**C. Goals to provide for social needs:**

1. Acquire skills and attitudes essential to the development of mature and responsible citizens.
2. Teach the rights and responsibilities of U.S. citizenship, including tolerance of the rights of others.
3. Develop an understanding of our American heritage including its political and economic systems.
4. Encourage an awareness of the need for wise management of natural resources.

**D. Goals to provide for emotional health needs:**

1. Develop in students a kind of pride and a sense of personal worth in their true achievement.
2. Develop the ability to cope successfully with successes and failures of day-to-day living.
3. Develop the ability to form positive relationships with family, other individuals and groups.

Policy adopted:

EAST GRANBY PUBLIC SCHOOLS  
East Granby, Connecticut

cps 1/09

**REJECT**

76  
P0210.1



*Existing policy, presently unnumbered, as taken from "Amity Middle School, Program of Studies," 2016-2017, p. 4.*

## **Mission-Goals-Objectives**

### **Expectations for Student Performance**

The achievement of our mission will be realized when our students can demonstrate the following:

#### **Academic Expectations**

1. Successful completion of graduation requirements.
2. Written and spoken language skills to summarize, interpret, and analyze information.
3. Critical reading skills by evaluating ideas and formulating conclusions.
4. Logical reasoning and creative thinking in their use of problem-solving strategies.
5. The skills necessary for productive use and application of available technology.
6. The ability to complete independent and cooperative learning tasks.
7. An awareness of the values, standards, and traditions of world cultures.
8. A knowledge of practical life skills and career opportunities.

Amity's curriculum benchmarks, developed within each department, will serve as indicators of success in reaching these academic expectations.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

*An optional policy to consider.*

## **Mission-Goals-Objectives**

### **Student Learning Goals**

The Board of Education has the following goals for the students:

- To express written and spoken ideas effectively;
- To acquire and apply skills in mathematics, science, and technology;
- To develop and establish effective individual study skills;
- To acquire knowledge at as high a level as possible for each individual;
- To gain an understanding and appreciation of the privileges, rights and responsibilities of all people;
- To develop a sensitivity toward ever changing moral and social attitudes as well as an understanding of society's laws;
- To understand the importance of physical and mental health;
- To develop an appreciation of the arts, the humanities, and the sciences;
- To analyze the significance of past events and accomplishments as they relate to our present and future;
- To appreciate education as a life-long pursuit.

Policy adopted:

cps 1/09

*East Granby's version of this policy to consider/modify.*

## **Mission-Goals-Objectives**

### **Aims for Student Learning Programs**

#### **Statements About Expectations For Student Learning**

1. The East Granby Board of Education will provide the educational opportunity and safe positive environment necessary for *"all students to achieve their maximum academic, vocational, physical, emotional and social potential. In addition, students will be challenged to accept responsibility for their learning, their community and their personal actions."*
2. The curriculum and professional staff *"will promote academic excellence and integrated technology at all levels of curriculum, creativity, exploration, whole person development, self respect, respect for others ..."*
3. *"Promote the preparation of our students to succeed in a competitive diverse society by teaching students to value quality and diversity in the classroom, the community, and the working world."*
4. Administrative and instructional staff will be role models *"for learning as a lifelong pursuit."*
5. *"Promote academic excellence to the fullest extent possible." In all subject areas.*
6. *"In addition, all students should develop an increased proficiency beyond minimum levels in accordance with their physical and mental abilities."*
7. *"The educational community must foster creativity and exploration as well as Scholarship."*
8. Our program must provide *"for the development and application of independent and critical thinking, cooperation, social responsibility, open mindedness, rational judgment, creative expression..."*

Policy adopted:

EAST GRANBY PUBLIC SCHOOLS  
East Granby, Connecticut

cps 1/09

EDIT

79  
P0300

*Existing policy, number 0300 adopted 5/9/05, appropriate as written.*

## **Mission - Goals - Objectives**



### **Policies for Amity Regional Schools**

The Board of Education shall maintain a manual of policies as the base for the governance of the school system. The policies must at all times be in compliance with applicable law.

All of the Board of Education's policies, additionally, shall have their sources in the Board-adopted Mission (0100), Goals and Objectives (0200, 0210, 0220) pertaining both to student learning and school system operations.

~~0210, 0220~~  
0210, 0220

The Board of Education views its policies as aids to and direction for decision making and will, to the best of its abilities, make all its actions consistent with those policies.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

---

*A sample policy to consider.*

## **Mission - Goals - Objectives**

### **Comprehensive Improvement Plans/Schedules**

The Board of Education will develop a long-range plan based on its goals and objectives.

The Board of Education's long-range plan will specify targets in the areas of regular and special learning programs, transportation, staffing, building utilization, capital improvements, and maintenance of buildings and grounds. The comprehensive long-range plan will focus on the achievement of Board adopted goals and objectives.

Legal Reference:       Connecticut General Statutes  
                                  10-220 Duties of boards of education

Policy adopted:



*Existing policy, number 0521 adopted 2/11/15, appropriate as written.*

## **Mission – Goals – Objectives**

### **Affirmative Action Plan/Nondiscrimination**

The President and the Congress of the United States and the State of Connecticut have enacted laws and issued directives affirming their intent to protect and grant equal opportunity to all employees and students. Also, the Federal Government and the State of Connecticut have enacted and enforced laws regarding the equality of employment and equality of opportunity in education.

Therefore, the Amity Regional Board of Education reaffirms its policy to ensure equal educational opportunity for all. The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the District strives to remove any vestige of discrimination in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board of Education also reaffirms its policy to ensure equal employment opportunity for persons and to prohibit discrimination in employment because of race, color, religion, sex, sexual orientation, national origin, disability, marital status, age, past history of mental disorder (except when such condition may adversely affect the safety of students), mental retardation, pregnancy, or physical disability (including but not limited to blindness) except in the case of bona fide occupational qualification or need. Sexual harassment shall not be used to influence employment decisions, nor shall decisions be influenced, affected or determined on the basis of membership in or holding of office in an employee association or union. An intensive affirmative action program shall be an integral part of every aspect of employment, not limited to but including promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation including fringe benefits, employment selection or selection for training and apprenticeships, promotion, or tenure.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 or the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

ACCEPT

## Mission – Goals – Objectives

### Affirmative Action Plan/Nondiscrimination (continued)

These statements shall be made available to all present and future employees and students.

### Cross References in Manual

Policies and regulations in this manual will reflect directly or indirectly equal opportunity for all employees and students, where applicable. Some specific cross references are as follows:

3324.1	Contracts
4111	Recruitment and Selection
4111.1/4211.1	Affirmative Action (Recruitment and Selection)
5145.4	Nondiscrimination (Students)
5145.5	Student Grievance Procedures
6121	Nondiscrimination (Instruction)
6145.1	Intramural Competition
6145.2	Interscholastic Competition
6161	Equipment, Books and Materials: Provision/Selection
6180	Evaluation of the Instructional Program

### Affirmative Action Officer

The Board of Education authorizes the Superintendent of Schools to designate an Affirmative Action Officer who shall be responsible for the implementation of the Affirmative Action Plan.

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.  
 29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.  
 34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a) 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)

*Meritor Savings Bank. FSB v. Vinson*, 477 U.S. 57 (1986)

*Faragher v. City of Boca Raton*, No. 97-282 (U.S. Supreme Court, June 26, 1998)

*Gebbs v. Lago Vista Indiana School District*, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

*Davis v. Monroe County Board of Education*, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001.)

**Mission – Goals – Objectives****Affirmative Action Plan/Nondiscrimination**

## Legal Reference: (continued)

The Vietnam Era Veteran's Readjustment Act of 1974, as amended, 38 U.S.C. §4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008.

Public Law 111-256.

Meacham v. Knolls Atomic Power Laboratory 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008).

Federal Express Corporation v. Holowecki 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008).

Kentucky Retirement Systems v. EEOC 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008).

Sprint/United Management Co. v. Mendelsohn 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008).

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation").

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

ACCEPT

0521  
Form

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**Woodbridge, Connecticut**

**REPORT FORM FOR COMPLAINTS OF DISCRIMINATION**

Complainant: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 School building: \_\_\_\_\_  
 Date of Alleged Incident(s): \_\_\_\_\_

Alleged harassment was based on: (Check all that apply.)

- |                                   |                                     |   |
|-----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Race     | <input type="checkbox"/> Color      | <input type="checkbox"/> National Origin    |
| <input type="checkbox"/> Gender   | <input type="checkbox"/> Disability | <input type="checkbox"/> Religion           |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Age        | <input type="checkbox"/> Sexual Orientation |

Name of person you believe violated the District's nondiscrimination policy:

\_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person:

\_\_\_\_\_

Describe the incident as clearly as possible, including any verbal statements (i.e., threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that the information provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
 Complainant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Received By

\_\_\_\_\_  
 Date

ACCEPT

*This notice meets the minimum requirement of the regulation enforced by the Department of Education's Office for Civil Rights (OCR)*

**Non-Discrimination Notice**

The AMITY REGIONAL Public Schools doesn't not discriminate on the basis of a disabling condition as it applies under Section 504 of the Rehabilitation Act of 1973.

The AMITY REGIONAL Public Schools does not discriminate on the basis of race, color, religion, national/ethnic origin, age, sex, sexual orientation, gender identity or expression, or disability in its programs, activities, and employment practices. Equal access is provided to the Boy Scouts and other designated youth groups.

The following individuals are coordinators for Title IX (sex discrimination), Title VI (race, creed and color) and Section 504 (disabled):

Title IX and Title VI

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

Section 504

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

# Harassment Is ILLEGAL



**SEXUAL HARASSMENT IS PROHIBITED** based on Federal Law - Title IX of the Education Amendments of 1972, and State Law – Sec. 10-15c. Harassment based on sexual orientation is also protected under State Law – Sec. 10-15c.

**FOR STUDENTS:** Sexual harassment is **unwanted and unwelcome** behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. You have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

**Examples of Sexual Harassment** include: unwelcome sexual advances, suggestive or lewd remarks, unwanted hugs, touches, kisses; requests for sexual favors; retaliation for complaining about sexual harassment, derogatory or pornographic posters, cartoons or drawings.

**If you have questions or believe that you or others are being harassed, contact:**

**District Title IX Coordinator:**

Office Address:

Telephone number:

Email Address:

**Building Title IX Coordinator:**

Office Address:

Telephone number:

Email Address:

**You may also contact:** The Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106 (Tel: 860-541-3400 or 800-477-5737) Connecticut law requires that a formal complaint be filed with the Commission within 180 days of the date under which the alleged harassment occurred.

**You may also contact:** Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111, FAX: 617-289-0150; TDD: 877-521-2172

**Email:** [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov), **Filing complaints electronically:**  
<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

**Sexual harassment** is not limited to prohibited behavior by a male toward a female, or by a supervisory employee toward a non-supervisory employee, or a teacher to a student. The victim does not have to be the opposite sex of the harasser. Harassment may be student to student, teacher to student, student to teacher or teacher to teacher. The gender of the complainant and/or the alleged harasser is irrelevant, even if they are of the same gender. Sexual harassment based on sexual orientation or gender identity is also prohibited under State Law.

► ***What should I do if I believe I am being sexually harassed?***

- Find out about your school or school district's policy and procedures for handling sexual harassment issues. Follow those procedures.
- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.
- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop.
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator, or school administrator.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- If not satisfied with the resolution of your concerns, contact one of the appropriate organizations listed.


**The victim** does not have to be the person at whom the unwelcome sexual conduct is directed; the victim may be someone who is a witness to and personally offended by such conduct although directed toward another. Sexual harassment is unwelcome conduct that is personally offensive, lowers morale, and interferes with educational performance. This unwelcome sexual behavior is defined from the perspective of the victim, not the harasser.

► ***Where to Get Help***

- **State Title IX Coordinator:** Dr. William A. Howe, Connecticut State Department of Education, 165 Capitol Ave., Hartford, CT 06106 (860-713-6752)  
email: [william.howe@ct.gov](mailto:william.howe@ct.gov)
- **Permanent Commission on the Status of Women (PCSW)**  
18-20 Trinity Street, Hartford, CT 06106 (860-240-8300)  
<http://www.cga.state.ct.us/PCSW/>
- **Connecticut Women's Education and Legal Fund (CWEALF)**  
75 Charter Oak Avenue, Suite 1-300, Hartford, CT 06106, <http://www.cwealf.org/>

**YOUR SCHOOL'S NON-DISCRIMINATION STATEMENT:**





*Existing regulation, number 0521.1 adopted 5/9/05, appropriate as written.*

## **Mission-Goals-Objectives**

### **Grievance Procedure for Section 504, Title IX, and Title VII Regulations**

The Superintendent of Schools or his/her designee has been designated as the Compliance Officer. In compliance with regulations of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and the Civil Rights Act of 1987, the Amity Board of Education adopts the following Equal Employment Opportunity and Equal Educational Opportunity Policies. The following procedures will be followed in dealing with all complaints alleging discrimination under any section of the above-mentioned acts.

- Level I:** The complainant shall discuss the alleged discriminatory act or practice with the Equity/Title IX Officer or the individual's immediate supervisor. If satisfaction cannot be achieved at this level, the complainant should follow the procedures outlined in Level II.
- Level II:** The complainant shall, within forty calendar days of the alleged incident, refer the complaint to the Equity/Title IX Officer. Within five working days, a conference must be held. The Superintendent shall be notified of this meeting. Five working days following the conference, the complaint should be resolved to the satisfaction of both parties. The Board will be apprised by the Superintendent of any grievance reaching Level II.
- Level III:** If the complainant is not satisfied with the resolution reached at Level II, he/she must notify the Superintendent, in writing, in a timely fashion. The Superintendent must hold a hearing within two working days and within five working days of the hearing resolve the complaint or refer the matter to the Board of Education for consideration.
- Level IV:** The Board of Education, Superintendent and the Equity Officer shall proceed in accordance with appropriate state statutes.



*Existing policy, number 0521.2 adopted 5/9/05, appropriate as written.*

## **Mission – Goals – Objectives**

### **Nondiscrimination**

#### **Commitment to Religious Neutrality (Prayer in the Schools)**

Notwithstanding anything which may inadvertently still appear in policy, the Board of Education understands that administration and staff must recognize the First Amendment religious rights of students. The Board further recognizes that the United States Constitution's First Amendment imposes two equally important obligations on public schools.

First, schools must not forbid students acting on their own from expressing their personal religious views or beliefs. Second, schools may not endorse religious activity or doctrine and students may not coerce participation in religious activity.

Schools must give students the same rights to engage in religious activity and discussion, as they engage in other comparable activity. Generally, this means that students may pray in a non-disruptive manner during the school day when they are not engaged in school activity and instruction, subject to the same rules as apply to other speech.

(cf. 1140 - Distribution of Materials to and by Students)

(cf. 4118.21 – Academic Freedom)

(cf. 6115 – Religious Ceremonies)

(cf. 6115.1 – Religious Observances and Displays)

(cf. 6115.11 – Graduation Exercises – Prayer)

(cf. 6141.2 – Separation of Church and State)

(cf. 6141.21 – Religion in the Public Schools)

(cf. 6144 – Controversial Issues)

(cf. 6144.1 – Exemption from Instruction)

(cf. 6145 – Extra-Class Activities)

(cf. 6162.51 – Student Surveys)

(cf. 6145.3 – Distribution of Printed Matter, Freedom of School Press; Publications)

(cf. 9030.1 – Religious Guidelines)

#### **Legal Reference:**

Connecticut General Statutes

10-16a Silent meditation.

10-15c Discrimination in public schools prohibited.

*Lee v. Weisman*, 112 S. Ct. 2649 (1992).

*Jones v. Clear Creek Independent School District*, 977 F. 2d 963 (5th Cir. 1992).

*Harris v. Joint School District*, 41 F.3d 447 (9<sup>th</sup> Cir., 1994).

*American Civil Liberties Union of NJ v. Black Horse Pike Regional Board of Education*, 84 F.3d 1471 (3<sup>rd</sup> Cir., 1996).

20 U.S.C. 7904 (No Child Left Behind Act of 2001)

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

---

*An optional policy on this topic.*

## **Mission – Goals – Objectives**

### **Racial Balance In \_\_\_\_\_ Public Schools**

The \_\_\_\_\_ Board of Education is committed to maintaining racial balance within all its schools and programs and is determined to provide quality integrated education and equal educational opportunities for all school students regardless of their race, national origin, sex, socioeconomic status, language or physical handicap in accordance with State and Federal laws and the \_\_\_\_\_ Board of Education mission and policies.

In working toward the development and maintenance of quality integrated educational programs in the schools for all students, the \_\_\_\_\_ Board of Education shall be guided by the following criteria:

1. Ensure that inconvenience caused by the methodology used to achieve racial balance and integrated education will not be borne disproportionately by racial minorities, as defined by the State.
2. Consider racial balance, integration, and other educational factors in making decisions about reorganization of school attendance areas, the relocation of students, selection of new school sites, and expansion of present schools.
3. Incorporate in the school curriculum instructional materials which encourage respect for diversity of social experience through texts and illustrations and reflect the contribution of minority group members through history and culture.

The Board also recognizes that the solution to racial imbalance is a matter of total community concern and one in which parents, students, and staff of all schools must accept their share of responsibility.

Policy adopted:

cps 1/10

## PROMOTING EQUITY AND DIVERSITY IN SCHOOLS

-Page 1-

---

The nation's public schools represent the pluralism of American society. Unfortunately, many children experience their public school environment as unwelcoming or even violent. Prejudicial attitudes contribute to problematic intergroup relations in public school settings. Furthermore, teachers are often unprepared to work with the diversity of class, linguistic groups, sexual orientation, and other sociocultural backgrounds that make up the diverse student body in their classrooms.

However, as stated in an article published in the American School Board Journal, American education is at a crossroads with significant challenges. The need exists to educate students with the knowledge and skills required of a 21<sup>st</sup> century workforce to the ongoing challenges of budgets and sufficiency of fiscal resources. In addition, another challenge is a demographic reality. "Significantly larger segments of our emerging workforce will come in future years from low-income and racial and ethnic groups that often have been the least well-served by our schools."

It is agreed that education plays the critical role in ensuring the development of citizens who can meet our nation's challenges. Therefore, it is necessary to use our resources wisely to benefit all students. A resource that must be included is the diversity of the student population which needs to be capitalized on to enhance learning, achievement and success. A focus must be placed on leveraging and enhancing the diversity among students as an integral part of the educational enterprise.

After the landmark Supreme Court ruling in the 1954 *Brown v. Board of Education* case, the efforts of school districts focused on curing the problems of the past. Districts acted to end legally imposed segregation of students on the basis of race. This resulted, in the late 60's and early 70's in a significant decrease in the percentage of black students in severely segregated schools. However, school districts are not required to exercise policies to remediate segregation in perpetuity. In the aforementioned Journal article, the authors state that "the concept of legally mandated racial integration supported by a historical, remedial rationale has significantly less relevance to districts now than in decades past. Much of district energy today focuses on the educational, civic, and economic benefits that often result from well-developed policies and strategies that are mission-focused and forward-looking."

A major shift has occurred in the manner in which education leaders think and act regarding issues pertaining to diversity. The shift is a move away from court or federal agency imposed obligations to institutional choices. As a result, districts should ensure that its policies pertaining to equity and diversity are seen as tools that promote core educational benefits.

Diversity acknowledges and embraces the richness of human differences. It includes, when considering the student body, such multiple factors, in addition to race, ethnicity and sex, references to socioeconomic status, neighborhood, language status, special education needs, academic performance and potential, record of achievement, community or civic engagement or interest and more.

**PROMOTING EQUITY AND DIVERSITY IN SCHOOLS**

-Page 2-

---

Therefore, a district's equity and diversity policy must not be a one size fits all approach. Diversity policies should be framed considering the educational objectives the board wants to achieve. Further, community involvement is essential. The community needs to understand the purpose, rationale and substance of the equity and diversity policy. Such a policy, when adopted, should serve to advance the educational goals of attaining higher student achievement, preparing students for a competitive global economy and inculcating civic and democratic values.

The district's equity and diversity policy should not be viewed as a remedial program intended to correct past wrongs. It is not about racial balancing, affirmative action or special benefits to a particular group. It "is about reaping the academic and educational benefits for all students that can flow from a diverse student body."

Source: "Promoting Diversity in Your Schools," by Arthur L. Coleman, Francisco M. Negron, Jr., and Katherine E. Lipper, *American School Board Journal*, 2015.

**Policy Implications**

Over the next decade schools in Connecticut will become more diverse. Therefore, a better understanding of diversity is critical. Educational leaders understand that to be more effective in managing diversity, and to capitalize on the diversity of the population, they need to be culturally competent in creating a school climate where all students, educators, staff and parents are respected.

Every student deserves a respectful learning environment in which their cultural, racial and ethnic diversity is valued and contributes to successful academic outcomes. Districts need to be committed to identifying and correcting practices and policies that perpetuate the achievement gap and institutional racism in all forms in order to provide all students with the opportunity to succeed. Learning and work environments are enriched and improved by the contributions, perspectives and very presence of diverse participants.

Sample policy #0523, "Equity and Diversity," pertains to this topic. This is considered a "good practice" recommended policy for inclusion in a district's policy manual. Three versions follow for your consideration.

---

*A recommended policy to consider.*

## **Mission – Goals – Objectives**

### **Equity and Diversity**

#### **Purpose**

Every student deserves a respectful learning environment in which their cultural, racial and ethnic diversity is valued and contributes to successful academic outcomes. The \_\_\_\_\_ Public Schools is committed to identifying and correcting practices and policies that perpetuate the achievement gap and institutional racism in all forms in order to provide all of its students with the opportunity to succeed. Learning and work environments are enriched and improved by the contributions, perspectives and very presence of diverse participants. The \_\_\_\_\_ School District is committed to the success of every student in each of our schools and to our mission and vision statements.

The Board of Education (Board) believes that the responsibility for student success is broadly shared by District staff, families, our community and our student's own efforts. Achievement gaps between white students and students of color are unacceptable if we are to meet our mission and vision statements and our moral obligations to our students, their families and our community as a whole. These gaps are contrary to our belief that all children can learn and succeed. Adult behaviors must not contribute to achievement gaps or create barriers to success. Adult behaviors must be concentrated on elimination of gaps, particularly those that are predicated on a student's race, ethnicity, home language, personal characteristics or culture and on assurance of educational equity between students. The Board, Superintendent and staff commit to conducting an equity and diversity impact assessment on all future policies that have a significant impact on student learning and resource allocation. This commitment also includes conducting assessments on policies that are periodically reviewed and updated through the policy development process that have a significant impact on student learning and resources allocation.

The diversity of our student body, our community and our staff is a strength of this District that should be fostered. Educational equity benefits all students and our entire community.

The purpose of this policy is to establish a framework for the elimination of bias, particularly racism and cultural bias, as factors affecting student achievement and learning experiences, and to promote learning and work environments that welcome, respect and value diversity. Further the purpose is to establish particular actions that the District shall take to address disparities in educational opportunity and achievement.

#### **Definitions**

For the purposes of this policy the following terms shall have these meanings:

- A. **"Diversity"** includes characteristics of persons including, but not limited to race, culture, color, creed or religion, national origin, gender, mental and physical ability, age, marital status, family structure, citizenship status, sexual orientation, sexual expression or identity, economic status, veteran's status, and any other protected class in conformance with federal, state and local laws.

## **Mission – Goals – Objectives**

### **Equity and Diversity**

#### **Definitions (continued)**

- B. **“District staff”** includes all employees, consultants and contractors of the \_\_\_\_\_ Public Schools.
- C. **“Educational equity”** means raising the achievement of all students while (1) narrowing the gaps between the lowest and highest performing students, and (2) eliminating the racial or cultural predictability and disproportionality of which student groups occupy the highest and lowest achievement categories including rates of graduation.
- D. **“Institutional racism”** means the collective failure of a public or private organization to provide an appropriate and professional service to people because of their race, color, culture or ethnic origin which can be seen or detected in practices, processes, systems, attitudes and behavior. It looks beyond individual acts of prejudice to the systemic biases that may be built into institutions. These systemic biases discriminate against and disadvantage people of color through unwitting prejudice, ignorance, thoughtlessness or racial stereotyping.

#### **General Statement of Policy**

- A. The District welcomes, respects and values the diversity of its students, parents, staff and the broader community.
- B. The following are established as District values:
  - 1. All students deserve optimal treatment, opportunities and education.
  - 2. All students and their families have dignity and worth.
  - 3. All students are equally, while differently, gifted.
  - 4. Academic and participation outcomes, not intentions, shall be the measure of whether we are successful.
  - 5. Inclusion of all students and families supports District goals to increase student engagement and academic performance.
  - 6. Embracing our diversity through inclusion creates an environment that leverages that diversity and creates schools where students, families, community members, and employees feel welcomed, valued, supported, and where students and staff can perform to their personal bests.
- C. The District is committed to advancing optimum participation in, contribution to, benefit from and enjoyment of learning and work experiences by diverse students, parents, staff and community.

## **Mission – Goals – Objectives**

### **Equity and Diversity**

#### **General Statement of Policy (continued)**

- D. The District is committed to promoting and providing equitable distribution of resources, opportunities, facilities and supports, even when this means differentiating resource allocations on the basis of student needs. Resource allocation shall support the definition of educational equity adopted in this policy while complying with state and federal funding mandates.
- E. The District shall employ staffing processes that support and engender racial, gender, and language diversity in its staff through recruitment, employment, training and retention of employees. It is important that children of all races, cultures, and backgrounds are provided with familiar role models in schools. The recruitment of diverse teachers and staff provides all students with a better chance of seeing themselves as part of the education system. Diversity in education provides all children with the opportunity to learn from others with dissimilar backgrounds and recognizes the value of diversity in all learning environments. The District is committed to increasing the recruitment and retention of highly qualified diverse staff. The District is committed to fostering a learning environment where diversity is encouraged and to recruiting and retaining a workforce that reflects the diversity of our students and community. The Board is committed to hiring the best employees of all racial and ethnic backgrounds who will bring their unique talents and skills into the school system.
- F. The District shall offer opportunities for all staff to improve its cultural competencies in serving a diverse student body and community. The District staff shall work together to increase their individual and collective capacity to effectively teach a culturally, racially and ethnically diverse student population and serve culturally, racially and ethnically diverse families and communities. The District shall offer opportunities for all staff to improve culturally responsive instructional practices, curriculum, and assessments competencies in serving our diverse student body and community to increase individual and collective capacity to effectively teach our diverse student population and serve diverse families. Practices, procedures and programs that result in over or under representation of any group of students compared to peers shall be subject to close review to assure that such results are due to meeting student legitimate educational, social or emotional needs. Practices that do not meet this close review shall be eliminated. Teachers, administrators and district staff shall collaborate to establish and implement culturally responsive instructional practices, curriculum and assessments.
- G. The District shall promote the diversification of its vendor and supplier corps in accordance with law and district policy.
- H. The District shall provide professional development to teaching staff specifically designed to strengthen employee's knowledge and skills for eliminating opportunity and achievement gaps between groups of students.

## **Mission – Goals – Objectives**

### **Equity and Diversity**

#### **General Statement of Policy (continued)**

- I. The District shall seek partnerships with outside agencies, organizations and persons who have demonstrated culturally specific expertise to assist the District in meeting its equitable education and business goals, including, but not limited to: (1) government agencies, (2) non-profit organizations, (3) businesses, and (4) other community groups that support educational equity and cultural competencies.

### **Responsibility**

- A. The Board shall consider the values stated in this policy in conducting its business and in exercising its responsibilities to the people of this community.
- B. The Superintendent shall establish in accordance with this policy such plans and procedures as may be necessary and appropriate to accomplish its purpose and intent. Plans and procedures established shall include clear accountability for actions and oversight.
- C. The Superintendent may promulgate regulations for the implementation of this policy as deemed necessary.
- D. The Board and Superintendent may establish specific goals to implement this policy as permitted by law and deemed necessary.
- E. The Superintendent shall annually report to the Board and the community regarding District performance goals on academic achievement and progress toward meeting these goals and closing the achievement gap. The report will also highlight discrepancies between the targets set and actual performance when applicable. This annual public report shall include an equity and diversity impact assessment that demonstrates policies with the least disparate impact have been adopted by the District.
- F. District staff shall within the parameters of their various duties and responsibilities comply with and execute such plans as are designed to address the values and directions included in this policy. District staff is further responsible to make such suggestions to the appropriate authority to improve the ability of the District to reduce the achievement and opportunity gaps that exist.
- G. Families are partners with the District in its effort to address achievement and opportunity gaps.
- H. Students are partners in their academic achievement. School attendance and engagement are essential to reduce achievement and opportunity gaps that exist.
- I. The Board, Superintendent and employees will work with students and families to identify barriers to achievement and opportunities for academic success.



## **Mission – Goals – Objectives**

### **Equity and Diversity (continued)**

(cf. 0521 – Nondiscrimination)  
(cf. 1110.1 – Parental Involvement)  
(cf. 1110.3 – School Governance Council)  
(cf. 1210 – Community Associations)  
(cf. 1212 – Volunteers)  
(cf. 1330 or 3515 – Use of School Facilities)  
(cf. 1205 – Participation by the Public)  
(cf. 4111 – Recruitment and Selection)  
(cf. 4111.1/4211.1 – Affirmative Action)  
(cf. 4118.11 – Nondiscrimination)  
(cf. 4118.113/4218.113 – Harassment)  
(cf. 4118.3 – District Minority Recruitment Plan)  
(cf. 4131 – Staff Development)  
(cf. 5118.1 – Homeless Students)  
(cf. 5131.911 – Bullying/Safe School Climate Plans)  
(cf. 5145.4 – Nondiscrimination)  
(cf. 5145.5 – Sexual Harassment)  
(cf. 5145.51 – Peer Sexual Harassment)  
(cf. 5145.52 – Harassment)  
(cf. 5145.53 – Transgender and Non-Conforming Youth)  
(cf. 5145.6 – Student Grievance Procedure)  
(cf. 6115 – Ceremonies and Observances)  
(cf. 6121 – Nondiscrimination)  
(cf. 6121.1 - Equal Educational Opportunity)  
(cf. 6141.21 – Religions in the Public Schools)  
(cf. 6141.22 – Religious Accommodations)  
(cf. 6141.311 – Programs for limited English Proficient Students)  
(cf. 6171 – Special Education)  
(cf. 9133 – Board of Education Advisory Committees)

Legal Reference:      Connecticut General Statutes  
                                 46a-60 Discriminatory employment practices prohibited.  
                                 10-15c Discrimination in public schools prohibited. School attendance by  
                                 five-year olds. (Amended by P.A. 97-247 to include “sexual orientation”  
                                 and P.A. 11-55 to include “gender identity or expression”)  
                                 10-153 Discrimination on account of marital status.  
                                 17a-101 Protection of children from abuse.  
                                 Connecticut State Board of Education “Position Statement on Culturally  
                                 Responsive Education,” adopted May 4, 2011

## Mission – Goals – Objectives

### Equity and Diversity

Legal Reference: Connecticut General Statutes (continued)  
Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.  
29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.  
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.  
34 CFR Section 106.8(b), OCR Guidelines for Title IX.  
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)  
20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)  
*Meritor Savings Bank. FSB v. Vinson*, 477 U.S. 57 (1986)  
*Faragher v. City of Boca Raton*, No. 97-282 (U.S. Supreme Court, June 26,1998)  
*Gebbs v. Lago Vista Indiana School District*, No. 99-1866, (U.S. Supreme Court, June 26,1998)  
*Davis v. Monroe County Board of Education*, No. 97-843, (U.S. Supreme Court, May 24, 1999.)  
The Vietnam Era Veterans' Readjustment Act of 1974, as amended, 38 U.S.C. §4212  
Title II of the Genetic Information Nondiscrimination Act of 2008  
The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008  
Public Law 111-256  
*Meacham v. Knolls Atomic Power Laboratory* 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008)  
*Federal Express Corporation v. Holowecki* 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008)  
*Kentucky Retirement Systems v. EEOC* 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008)  
*Sprint/United Management Co. v. Mendelsohn* 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008)

### Policy adopted:

cps 2/15

CABE acknowledges the contribution of the Minneapolis Public Schools Policy 1304 *Equity and Diversity* (10/8/13), Portland Public Schools Policy 2.10.010-P *Racial Educational Equity* (6/13/2011) and the Seattle Public Schools Policy 0030, *Ensuring Educational and Racial Equity* (8/15/2012) to the development of this policy.

---

*A sample policy to consider.*

## **Mission-Goals-Objectives**

### **Monitoring and Reporting: State**

### **Reporting Accomplishments to the Public**

The Board shall keep the public informed of the school system's progress in accomplishing its goals and indicators of success, including programs established to achieve them. The Superintendent shall maintain a communication program for this purpose, which shall include, but not be limited to, public meetings, publications in local newspapers and school newsletters, PTA meetings, and other appropriate methods.

Policy adopted:

cps 6/10

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

Finance Committee	2/13/17
-------------------	---------

Policy Committee	2/27/17
------------------	---------

Personnel Committee	2/28/17
---------------------	---------

MINUTES

**COMMITTEE MEMBERS PRESENT:** Chairman James Stirling, Mr. William Blake (ex-officio), Mr. John Belfonti, Ms. Pat Cardozo, Mr. Matt Giglietti, Mr. John Grabowski and Mr. Joseph Nuzzo (arrived at 5:45 pm).

**COMMITTEE MEMBERS ABSENT:** None.

**Staff members present:** Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary, Mr. Shaun DeRosa, Mr. Ernie Goodwin, Ms. Anna Mahon, Dr. Marie McPadden and Mr. Jim Saisa.

**Also present:** Board members: Ms. Sue Cohen, Ms. Amy Esposito, Mr. Tom Hurley, Ms. Sheila McCreven, Ms. Tracy Russo and Ms. Diane Urbano; other members of the public.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, February 13, 2017 at 5:30 pm in the presentation room at the Amity District Offices. It should be noted that due to an electrical outage at Amity Middle School, Orange campus, the Finance Committee meeting and the BOE meeting, both scheduled for that location, were relocated to the presentation room at Amity Regional High School, 25 Newton Road, Woodbridge.

**1. Call to Order:** Mr. Stirling called the meeting to order at 5:36 pm.

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

**A. Finance Committee meeting – January 09, 2017**

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

**Vote unanimous (abstention Ms. Cardozo)**

**Motion carried**

**B. Finance Committee meeting – January 23, 2017**

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

**Vote unanimous**

**Motion carried**

### **3. Public Comment**

Mr. Thomas Hurley, Board of Education member from Orange commented on the possible increase in the budget of 12.5 full-time employees (FTE) if grant funding is lost and the possibility of large state funding cuts as proposed by the Governor of Connecticut.

Mr. Jim Leahy, Vice-Chairman of the Orange Board of Finance (BOF) told the Committee that the Orange BOF met on February 3<sup>rd</sup> to discuss the budget for the Town of Orange. He stated that the BOF agreed unanimously agreed that the OBOF would only support a budget increase of .75% or less.

There were a few questions for Mr. Leahy from the Committee which he answered.

Ms. Derrylyn Gorski, First Selectman of Bethany thanked the Committee and administration for getting the budget below 2%; however, with the proposed budget from the Governor's office, Bethany will be facing a 1.5 million-dollar increase. She again thanked the Committee for their diligence and good stewardship and asked them to continue to be mindful of the difficulties Bethany and the other member towns are facing.

**4. Presentation and discussion of fourth quarter 2016 executive summary review of Amity Pension Fund, Sick and Severance Account and Other Post-Employment Benefits (OPEB) Trust**

A written summary is available and the Committee asked for a presentation after the first quarter is complete.

**5. Discussion and possible action on proposed 2017-2018 budget**

Dr. Dumais commented on the impact of the Governor's proposed budget on municipalities. Some of the formulas for calculating the amount of cost-sharing for education have been proposed to be changed in such a way that will cause a negative impact on the Amity education budgets as well as the municipal budgets of the three member towns.

Mr. Stirling asked the Committee for a motion regarding the Superintendent's proposed budget.

***Motion by Mr. Giglietti, 2<sup>nd</sup> by Mr. Blake to approve the Superintendent's proposed budget for 2017-2018, gross amount of \$48,769,642, net amount \$47,546,594.***

Discussion followed regarding the budget by all the Committee members.

***Mr. Blake made a motion to table the motion on the budget, 2<sup>nd</sup> by Mr. Grabowski, recognizing that the hard decisions that need to be made regarding the budget cannot be postponed indefinitely.***

Mr. Stirling requested further discussion and comments from the Committee members before voting. There was further discussion among the Committee member; questions regarding any possible adjustments to line items in the budget that could result in cost savings were answered by Dr. Dumais and Ms. Lumas.

Ms. Russo, Ms. McCreven, Ms. Cohen, Ms. Urbano and Ms. Esposito, all members of the BOE, requested permission to speak to the Committee. They all spoke in turn regarding the proposed budget.

**Mr. Stirling called the motion to table the budget vote.**

**Vote unanimous**

**Motion carried**

**6. Discussion of monthly financial statements**

**7. Director of Finance and Administration –approved transfers under \$3,000**

**8. Other**

**A. Planned budget presentation to member town Boards of Finance**

Budget presentations are as follows: Bethany Tuesday, February 14, 2017; Woodbridge, Thursday, February 16, 2017; Orange, February 27<sup>th</sup>, 2017.

**B. AESOP update**

Ms. Lumas gave the Committee an update regarding details about the AESOP/VeriTime software per her memo in the packet. No action is required by the Committee as a recommendation in favor of this new funding request was made to the BOE at the December 2016 meeting.

**9. Adjourn**

***Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Grabowski to adjourn at 5:31 pm.***

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

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

**COMMITTEE MEMBERS ABSENT:** None.

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

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on February 27, 2017 at 5:30 pm in the District Office Conference Room.

**1. Call to Order:** Chairman Tom Hurley called the meeting to order at 5:33 pm.

Mr. Hurley requested a motion to move item 4.D. 0000 Series on the agenda to after item 4.B.

***Ms. Cohen made the motion that item 4.D. 0000 Series on the agenda be moved to after item 4.B.***

**Vote in favor, Ms. Cohen, Ms. McCreven and Ms. Urbano; opposed, none.**

**Motion carried**

Ms. McCreven requested that it be noted for the record that the Chairman did not vote; it is so noted.

**2. Approval of minutes - December 19, 2016**

A copy of the minutes was inadvertently left out of the packet for the meeting and therefore could not be approved.

***Motion by Ms. McCreven to table approval of the minutes to the next meeting.***

**Vote in favor, Ms. Cohen, Ms. McCreven and Ms. Urbano; opposed, none.**

**Motion carried**

**3. Public Comment - none**

**4. Discussion and possible action on Amity Board of Education policies**

**A. 5142.4**

Dr. Dumais stated that the language of this policy reflects the Connecticut Association of Boards of Education (CABE) language.

***Motion by Ms. Urbano to move Policy 5142.4 to the full Board of Education (BOE) for a first reading.***

Discussion followed. Once change was made - all plurals of the word "officers" change to "officer."

***Motion by Ms. Cohen to move Policy 5142.4 with the change to the full BOE for a first reading.***

There was further discussion. One additional change was made in the 2<sup>nd</sup> to last paragraph on page 2 from "The Board will" to "The Board or its designee will."

The Chairman asked for a vote on the motion

**Vote in favor, Ms. Cohen, Ms. McCreven and Ms. Urbano; opposed, none.**

**Motion carried**

**B. 5131.111**

Dr. Dumais stated that this language of this policy mirrors the CABE policy language.

***Motion by Ms. McCreven to move Policy 5131.111 to the full BOE for a first reading as written***

Discussion followed regarding regulations that would need to be developed to go along with this policy.

**Vote in favor, Ms. Cohen, Ms. McCreven and Ms. Urbano; opposed, none.**

**Motion carried**

**D. 0000 Series**

Mr. Hurley requested a motion to move the following Policies to the BOE for a first reading: 0050.1, 0100, 0200, 0521, 0521.1, and 0521.2.

***Motion by Ms. Urbano to move Policies 0050.1, 0100, 0200, 0521, 0521.1, and 0521.2 to the full BOE for a first reading.***

**Vote in favor, Ms. Cohen, Ms. McCreven and Ms. Urbano; opposed, none.**

**Motion carried**

Policy 0000, Mission, Goals and Objectives was discussed.

***Motion by Ms. Cohen to move Policy 0000 as amended to the full BOE for a first reading.***

**Vote in favor, Ms. Cohen, Ms. McCreven and Ms. Urbano; opposed, none.**

**Motion carried**

***Motion by Ms. Urbano to move Policy 0210.1 to the full BOE for a first reading.***

**Vote in favor, Ms. Cohen, Ms. McCreven and Ms. Urbano; opposed, none.**

**Motion carried**

***Motion by Ms. Cohen to move Policies 0210.1 and 0300 to the full BOE for a first reading.***

Discussion followed regarding the particulars of these two policies.

***Motion by Ms. Urbano to remove Policy 0210.0 from the manual and recommend to the Board its unnumbered removal version.***

**Vote in favor, Ms. Cohen, Ms. McCreven and Ms. Urbano; opposed, none.**

**Motion carried**

**This reverses the prior motion to move Policy 0210.1 to the Board for approval**

***Motion by Ms. McCreven to remove references to Policy 0210 and 0220 from Policy 0300.***

**Vote in favor, Ms. Cohen, Ms. McCreven and Ms. Urbano; opposed, none.**

**Motion carried**

Items listed under 4.C., below, will be taken up by the Committee at their next meeting.

**C. 9300, 9311.1, 9321.1, 9323, 9325, 9325.1, 9325.2, 9325.21, 9325.4, 9325.43, 9325.5, 9326, 9326.1, 9327, 9350, 9410, 9420**



**5. Adjourn**

*Motion by Ms. Urbano to adjourn at 6:55 p.m.*

**Vote unanimous - Ms. Cohen, Ms. McCreven and Ms. Urbano**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk



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

---

**February 28, 2017, 5:30 p.m.**

**MINUTES**

Committee Members Present: Sue Cohen, Pat Cardozo, Sheila McCreven, Tracey Russo, Jamie Stirling

Board Members Present: Bill Blake, Amy Esposito

Also Present: Charles Dumais

1. Call to Order: Committee Chairman Cohen called the meeting to order at 5:37 p.m.
2. Motion to approve the minutes of November 7, 2016 – Cardozo; 2nd Stirling; Unanimous
3. Motion to enter Executive session to Interview AMSO Principal Candidate, and invite Superintendent Dumais to join Executive Session – Russo; 2nd Cardozo; Unanimous
4. Enter Executive session at 5:40 p.m.
5. Exit Executive Session at 6:37 p.m.
6. Motion to recommend to the Amity Board of Education the Superintendent's candidate for the position of Amity Middle School Orange Principal with a start date of July 1, 2017, at a salary of \$138,466 – Cardozo; 2nd Stirling; Unanimous
7. Motion to Adjourn: Cohen, 2<sup>nd</sup> Russo, Unanimous
8. Meeting was adjourned at 6:40 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.  
 Superintendent