

**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**

***April 9, 2018***

A regular meeting of the Amity Regional Board of Education will be held on  
Monday, April 9, 2018, at 6:30 p.m. at 25 Newton Road, Woodbridge, CT.

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a. Regular Board of Education Meeting, February 12, 2018 (Enclosure) *Page 3*
  - b. Regular Board of Education Meeting, March 12, 2018 (Enclosure) *Page 15*
4. Student Report – Ananya Kachru
5. Public Comment
6. Recognition of SCASA Superintendent's Student Recognition Award Recipients
7. Discussion and Possible Action on Setting Graduation Date – June 18, 2018
8. Presentation of Next Generation Accountability Report 2016-2017 (Enclosure) *Page 28*
9. Three-Year Technology Plan (Enclosure) *Page 45*
10. Correspondence
11. Superintendent's Report
  - a. Personnel Report (Enclosure) *Page 59*
  - b. Superintendent Report (Enclosure) *Page 61*
12. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. CABE
    3. Curriculum
    4. Facilities (Enclosure) *Page 66*
    5. Finance
      - a. Discussion and Possible Action on the Healthy Food Certification Statement for July 1, 2018 through June 30, 2019 (Encl.) *Page 67*

- b. Discussion and Possible Action on Contract of \$35,000 or More (Encl.) *Page 68*
  - 1. Athletic Training Contract
  - 2. Air Handling Units at Amity Regional High School
- c. Discussion of Monthly Financial Statements (Enclosure) *Page 70*
- d. Director of Finance and Administration Approved Transfers Under \$3,000 (Enclosure) *Page 98*
- e. Discussion and Possible Action on Transfers Over \$3,000 (Enclosure) *Page 100*
- 6. Policy
- 7. Personnel
- 8. District Technology
- 9. District Health and Safety
- 10. Ad Hoc Shared Services Committee
- 11. Ad Hoc School Safety Committee

13. Items for the Next Agenda

14. Executive Session to Discuss Superintendent's Departure

15. Adjournment



---

Charles Dumais, Ed.D.  
Superintendent of Schools

CD/pjp

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**

<p>If you require accommodations to participate because of a disability, please contact the office of the Superintendent of Schools in advance at 203-397-4811.</p>
---

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
FEBRUARY 12, 2018 REGULAR MEETING MINUTES

Page 1 of 9

*A regular meeting of the Amity Regional Board of Education was held on Monday, February 12, 2018 at 6:30 pm in the Large Group Instruction Room at 100 Ohman Avenue, Orange.*

**BOARD MEMBERS PRESENT**

*Chairperson Christopher Browe, Mr. John Belfonti, Ms. Robyn Berke, Ms. Patricia Cardozo, Ms. Shannan Carlson, Ms. Paula Cofrancesco, Ms. Carla Eichler, Ms. Amy Esposito, Mr. Thomas Hurley, Dr. Jennifer Turner, and Ms. Diane Urbano*

**BOARD MEMBERS ABSENT**

*Mr. DeMaio and Ms. McCreven*

**STAFF MEMBERS PRESENT**

*Dr. Charles Dumais, Ms. Theresa Lumas, Ms. Kathy Burke, Mr. Scott Cleary, Dr. Richard Dellinger, Mr. Shaun DeRosa, Mr. Ernest Goodwin, Ms. Anna Mahon, Dr. Marie McPadden, Ms. Mary Raiola, Ms. Karen Steele, and Mr. Matthew Stanley*

**1. Call to Order**

Chairman Browe called the meeting to order at 6:45 p.m.

**2. Pledge of Allegiance**

Recited by those present

**3. Student Report – Ananya Kachru**

**4. Public Comment**

Mr. Thomas Hurley, 1050 Garden Road, Orange suggested removing the football field from the list of projects and treating it as a special project because it is very controversial. Mr. Hurley suggested pulling the football field item from the 5-year plan and listing it as a special project by itself.

James Leahy, 495 Lambert Road, Orange handed out a PowerPoint printout and expressed his perspective on the Amity budget proposal. He discussed the level of funding the State is proposing to give the Town of Orange, the Amity surplus, and the actual to budget comparisons. Mr. Leahy summarized by stating that Orange does not support an increase of more than 1%.

**5. Approval of Minutes**

**a. Regular Board of Education Meeting, January 8, 2018**

Motion by Ms. Cardozo, Second by Ms. Cofrancesco to accept the minutes as submitted.

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

**b. Special Board of Education Meeting, January 16, 2018**

Motion by Ms. Urbano, Second by Ms. Cofrancesco to accept the minutes as corrected.

Votes in favor, 7 (Mr. Hurley, Ms. Eichler, Ms. Urbano, Ms. Cofrancesco, Dr. Turner, Ms. Cardozo, and Ms. Esposito)

Abstained, 3 (Ms. Berke, Ms. Carlson, and Mr. Belfonti)

*MOTION CARRIED*

**c. Special Board of Education Meeting, February 6, 2018**

Motion by Ms. Esposito, Second by Ms. Carlson to accept the minutes as submitted.

Votes in favor, 8 (Ms. Eichler, Ms. Urbano, Ms. Cofrancesco, Dr. Turner, Ms. Cardozo, Ms. Berke, Ms. Carlson, and Ms. Esposito)

Abstained, 2 (Mr. Hurley and Mr. Belfonti)

*MOTION CARRIED*

**6. Presentation of Superintendent's 2018-2019 Recommended Budget**

**7. Correspondence**

- a.** Email dated January 16, 2018 from Kristen Marquis, 375 Hitching Post Drive, Orange to Chairman Browe (attached)
- b.** Letter dated February 6, 2018 from Mr. Cifarelli, Director of Finance, Town of Orange to Dr. Dumais (attached)

**8. Discussion and Possible Action on Perkins Supplemental Enhancement Grant**

Motion by Ms. Cofrancesco, Second by Ms. Esposito to approve the Career and Technical Education Secondary Supplemental Enhancement Grant 2018

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

**9. Donations**

**a. Mr. Richard Ciardiello, Mr. Peter Ciardiello, and Mr. Richard Riccitelli, Kramden Enterprises D/B/A Eli's Tavern -- \$4,300**

**b. Ms. Rose Foote c/o Bella's Café, LLC -- \$3,000**

Point of Information by Mr. Hurley asking where undesignated funds go when they are donated. Ms. Lumas explained that they can either be spent or put into special revenue accounts. If they are not spent during the current year, they are rolled forward to the following year.

Motion by Ms. Urbano, Second by Ms. Cofrancesco to modify the agenda to consider and accept \$4,300 donation from Eli's Tavern and \$3,000 donation from Bella's Café to be appropriated to the Athletic Department

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

Motion by Ms. Cofrancesco, Second by Dr. Turner to accept \$4,300 donation from Eli's Tavern and \$3,000 donation from Bella's Café to be appropriated to the Athletic Department

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

**10. Superintendent's Report**

**a. Personnel Report**

**b. Superintendent Report**

[https://www.amityregion5.org/uploaded/District\\_information/Superintendent's\\_Reports/2017-2018\\_Superintendent's\\_Reports/SuperintendentReport\\_February2018.pdf](https://www.amityregion5.org/uploaded/District_information/Superintendent's_Reports/2017-2018_Superintendent's_Reports/SuperintendentReport_February2018.pdf)

## 11. Chairman's Report

### a. Committee Reports

1. ACES
2. CABE
3. Curriculum
4. Facilities
5. Finance

#### a. Discussion and Possible Action on Superintendent's Proposed Budget

Amity Finance Committee did not take action on this item at their meeting; they will vote on this item at a Special Meeting on February 28<sup>th</sup>. Amity Board of Education will vote on this item at the March 12<sup>th</sup> Regular Meeting.

#### b. Consideration of and Possible Action on a Resolution Concerning the Authorizing of Refunding Bonds for Payment of the Outstanding Principal of and Interest on All or a Portion of the District's \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and \$8,245,000 General Obligation Refunding Bonds, Issue of 2010, Series B, and Costs Related thereto

Motion by Ms. Esposito, Second by Ms. Cofrancesco to consider and act upon a resolution concerning the authorization of refunding bonds for payment of the outstanding principal of and interest on all or a portion of the District's \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and \$8,245,000 General Obligation Refunding Bonds, Issue of 2010, Series B, and costs related thereto.

Votes in favor, 9 (Ms. Eichler, Ms. Urbano, Ms. Cofrancesco, Dr. Turner, Ms. Cardozo, Ms. Berke, Ms. Carlson, Mr. Belfonti, and Ms. Esposito)

Abstained, 1 (Mr. Hurley)

*MOTION CARRIED*

### **RESOLUTION OF BOARD OF EDUCATION OF REGIONAL SCHOOL DISTRICT NUMBER 5**

**AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$11,500,000 REFUNDING BONDS FOR PAYMENT IN WHOLE OR IN PART OF THE OUTSTANDING PRINCIPAL OF AND INTEREST ON THE DISTRICT'S \$8,695,000 GENERAL OBLIGATION REFUNDING BONDS, ISSUE OF 2010, AND \$8,245,000 GENERAL OBLIGATION REFUNDING BONDS, ISSUE OF 2010, SERIES B, OF REGIONAL DISTRICT NUMBER 5, AND COSTS RELATED THERETO**

(February 12, 2018)

RESOLVED,

(a) That Regional School District Number 5 issue its refunding bonds, in an amount not to exceed ELEVEN MILLION FIVE HUNDRED THOUSAND DOLLARS (\$11,500,000), the proceeds of which are hereby appropriated: (1) to fund

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
FEBRUARY 12, 2018 REGULAR MEETING MINUTES

Page 5 of 9

one or more escrows, and to apply the balance held in such escrows, together with the investment earnings thereon, to the payment in whole or in part, as to be determined by the Chairman of the Board of Education and the Treasurer of the District, of the outstanding principal of and interest on the District's \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, dated as of April 6, 2010, and \$8,245,000 General Obligation Refunding Bonds, Issue of 2010, Series B, dated as of December 3, 2010, including the payment of interest accrued on said bonds to the date of payment, and (2) to pay costs of issuance of the refunding bonds authorized hereby, including legal fees, consultants' fees, trustee or escrow agent fees, underwriters' fees, net interest and other financing costs and other costs related to the payment of the outstanding bonds described above. The refunding bonds shall be issued pursuant to Section 10-60a of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds shall be general obligations of the District and its member towns, secured by the irrevocable pledge of the full faith and credit of the District and its member towns.

(b) The Chairman of the Board of Education and the Treasurer of the District shall sign the bonds by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds. The Chairman and the Treasurer are authorized to determine the bonds to be redeemed and the amount, date, interest rates, maturities, redemption provisions, form and other details of the refunding bonds; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds; to provide for the keeping of a record of the bonds; to sell the bonds at public or private sale; to deliver the bonds; and to perform all other acts which are necessary or appropriate to issue the bonds.

(c) That the District hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the refunding may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the District reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the refunding. The Chairman and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(d) That the Chairman and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds.

(e) That the Chairman, the Treasurer, and other proper officers and officials of the District are authorized to take all other action which is necessary or desirable to enable the District to effectuate the refunding of all or a portion of the District's \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and \$8,245,000 General Obligation Refunding Bonds, Issue of 2010, Series B, and to issue refunding bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the District with underwriters, trustees, escrow agents and others to facilitate the issuance of the refunding bonds, the escrow of the proceeds thereof and investment earnings thereon, and the payment of the outstanding bonds in whole or in part.

**c. Discussion of Monthly Financial Statements**

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

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

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
FEBRUARY 12, 2018 REGULAR MEETING MINUTES

Page 6 of 9

Motion by Ms. Cardozo, Second by Ms. Cofrancesco to approve the following budget transfer to cover services for revising the Teacher/Administrator Evaluation Plan:

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
05-13-2212-5611	Instructional Supplies	\$5,000	
05-13-2212-5322	Professional Technical Services		\$5,000

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

Motion by Ms. Cardozo, Second by Ms. Cofrancesco to approve the following budget transfer to cover the installation of the new heating supply line:

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
05-14-2600-5715	Improvements to Bldgs/Contingency	42,168	
03-14-2600-5715	Improvements to Bldgs		42,168

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

Motion by Ms. Cardozo, Second by Ms. Cofrancesco to approve the following budget transfer to cover tuition costs for vocational/technical school enrollments:

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
04-12-6130-5560	Tuition – Private	15,085	
04-12-6111-5560	Tuition – Vocational/Technical		15,085

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

**f. Other**

- 1. Planned Budget Presentations to Member Town Boards of Finance**
- 2. Potential Savings on Bond 2019-2010**
- 3. International Travel Liability Insurance Policy**



**6. Policy**

**a. Second Reading of the Following:**

**1. Considered but not Added (not existing policies)**

- **1316.1 – Community Relations – Relations Between Public and School – Public Conduct at School Activities**
- **1316.2 – Community Relations – Civility**
- **1360 – Community Relations – Awards and Scholarships**
- **1500 – Community Relations – Relations Between Area, State, Regional & National Associations and the Schools**
- **1600 – Community Relations – Relations Between Non-Public and Other Educational Organizations and the Schools**
- **1610 – Community Relations – Relations with Parochial and Private Schools**
- **1620 – Community Relations – Relations with Private Schools, Colleges, and Universities**

**2. Adopt**

- **1316 – Community Relations – Relations Between Public and School Personnel (existing policy)**
- **1321 – Community Relations – Public Performances by Students (new policy)**
- **1321.1 – Community Relations – Television and Radio Broadcasts (new policy)**
- **1321.2 – Community Relations – Public Video Recording of Educational Activity (new policy)**
- **1322 – Community Relations – Contests for Students (existing policy)**
- **1323 – Community Relations – Awards to Students (existing policy)**
- **1324 – Community Relations – Soliciting Funds from Students (new policy)**
- **1325 – Community Relations – Advertising and Promotion (existing policy)**
- **1326 – Community Relations – Solicitations by Staff Members (new policy)**
- **1331 – Community Relations – Smoke-Free Environment (existing policy)**
- **1340 – Community Relations – Access to School Procedures and Materials (existing policy)**
- **1350 – Community Relations – Senior Citizens' Benefits (existing policy)**
- **1411 – Community Relations – Law Enforcement Agencies (existing policy)**
- **1412 – Community Relations – Fire Department (existing policy)**
- **1430 – Community Relations – State/Federal Government – State and Federal Aid (existing policy)**
- **1531 – Community Relations – Accreditation Agencies (existing policy)**
- **1700 – Community Relations – Possession of Deadly Weapons or Firearms (existing policy)**

Motion by Mr. Hurley, Second by Ms. Cofrancesco to adopt all policies listed under Second Read Adopt (agenda item number 11.a.6.a.2)

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
FEBRUARY 12, 2018 REGULAR MEETING MINUTES

Page 8 of 9

Amended Motion by Ms. Urbano, Second by Ms. Carlson to remove Policy 1700 from vote and consider Policy 1700 separately

Votes in favor, 9 (Ms. Eichler, Ms. Urbano, Ms. Cofrancesco, Dr. Turner, Ms. Cardozo, Ms. Berke, Ms. Carlson, Mr. Belfonti, and Ms. Esposito)

Vote opposed, 1 (Mr. Hurley)

*MOTION CARRIED*

Chairperson Browe called the vote to adopt all policies with the exception of Policy 1700 under Second Read Adopt section (11.a.6.2)

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

Motion by Mr. Hurley, Second by Ms. Urbano to consider Policy 1700

Amended Motion by Ms. Berke, Second by Ms. Carlson to add the following language to Section IVa of Policy 1700: "and a physical inspection of such item immediately prior to entering the building."

Amended Motion by Dr. Turner, Second by Ms. Urbano to add the following language to Section IVa of Policy 1700: "and a physical safety inspection of such item immediately prior to entering the building."

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

Amended Motion by Mr. Hurley, Second by Ms. Urbano to consider Policy 1700 as amended

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

**7. Personnel** (none)

**8. District Technology** (none)

**9. District Health and Safety** (none)

**10. Ad Hoc Shared Services Committee**

**a. Discussion and Possible Action on Ad Hoc Shared Services Committee Charge**

Mr. Hurley took himself off the Ad Hoc Shared Services Committee, and Chairperson Browe took his place on the Committee.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
FEBRUARY 12, 2018 REGULAR MEETING MINUTES

Page 9 of 9

**12. Items for the Next Agenda**

Ms. Urbano requested that Item 11.a.5.b. on this agenda (Resolution Concerning the Authorizing of Refunding Bonds for Payment of the Outstanding Principal of and Interest on All or a Portion of the District's \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and \$8,2450,000 General Obligation Refunding Bonds, Issue of 2010, Series B, and Costs Related thereto) be considered at the next Board of Education Regular Meeting. She requested that any savings next year from Refunding Bonds be used to lower the 2018-2019 budget. She will not be at the March Board of Education Regular Meeting, so she asked that this be considered by the Board of Education at that meeting.

**13. Adjournment**

Motion by Ms. Cardozo, Second by Ms. Cofrancesco to adjourn at 9:45 p.m.

Votes in favor, 10 (unanimous)

*MOTION CARRIED*

*Respectfully submitted,*

*Pamela Pero  
Recording Secretary*

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



*Theresa Lumas  
Director of Finance and Administration  
terriv.lumas@reg5.k12.ct.us*

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

January 12, 2018

Mr. Richard Ciardiello, Mr. Peter Ciardiello, and Mr. Richard Riccitelli  
Kramden Enterprises D/B/A Eli's Tavern  
2402 Whitney Ave.  
Hamden, CT 06518

Dear Sirs:

I am in receipt of check for \$4,300.00. Thank you very much for your donation to Amity Regional School District.

Donations are presented to the Amity Board of Education for acceptance. In accordance with Board Policy, *"All gifts shall be accepted for the school system as a whole. The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable and to utilize such money or property so designated."* A copy of the Board policy regarding gifts is attached.

This donation will be presented at the next scheduled Board meeting on Monday, February 12, 2018.

Thank you again for your interest in Amity Regional School District and the generous donation to the school district.

Respectfully,

Theresa Lumas  
Director of Finance & Administration

c; Dr. Charles Dumais, Superintendent of Schools  
Ernest Goodwin, Athletic Director

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



---

Theresa Lumas  
Director of Finance and Administration  
terry.lumas@reg5.k12.ct.us

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

February 3, 2018

Ms. Rose Foote  
c/o Bella's Cafe, LLC  
896 Whalley Avenue  
New Haven, CT 06515

Dear Ms. Foote:

I am in receipt of your check for \$3,000.00. Thank you very much for your donation to Amity Regional School District. You have requested these funds go toward the purchase of wrestling mats.

Donations are presented to the Amity Board of Education for acceptance. In accordance with Board Policy, *"All gifts shall be accepted for the school system as a whole. The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable and to utilize such money or property so designated."* A copy of the Board policy regarding gifts is attached.

This donation will be presented at the next scheduled Board meeting on Monday, February 12, 2018.

Thank you again for your interest in Amity Regional School District and the generous donation to the school district.

Respectfully,

Theresa Lumas  
Director of Finance & Administration

c; Dr. Charles Dumais, Superintendent of Schools  
Ernest Goodwin, Athletic Director

## Business/Non-Instructional Operations

### Gifts, Grants and Bequests

The Superintendent of Schools shall set up criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the school system.

Any such gifts, grants, and bequests may contain identification of the donor. All gifts shall be accepted for the school system as a whole. The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable and to utilize such money or property so designated.

Legal Reference: Connecticut General Statutes

10-47 Powers of regional board .Meetings

10-9 Bequests for educational purposes

A regular meeting of the Amity Regional Board of Education was held on Monday, March 12, 2018 at 6:30 pm in the Board Presentation Room at 25 Newton Road, Woodbridge.

**BOARD MEMBERS PRESENT**

Chairperson Christopher Browe, Mr. John Belfonti, Ms. Robyn Berke (arrived 6:34 p.m.), Ms. Patricia Cardozo, Ms. Shannan Carlson, Ms. Paula Cofrancesco, Mr. Steven DeMaio, Ms. Carla Eichler, Ms. Amy Esposito, Mr. Thomas Hurley, Ms. Sheila McCreven, and Dr. Jennifer Turner

**BOARD MEMBERS ABSENT**

Ms. Diane Urbano

**STAFF MEMBERS PRESENT**

Dr. Charles Dumais, Ms. Theresa Lumas, Ms. Amy Benton, Ms. Kathy Burke, Ms. Jackie Cappiello, Mr. Scott Cleary, Ms. Linda DeCesare, Dr. Richard Dellinger, Mr. Shaun DeRosa, Mr. Brian Dower, Mr. Peter Downhour, Mr. Thomas Foley, Mr. Ernest Goodwin, Ms. Elaine Hashemian, Mr. Neil Holt, Ms. Anna Mahon, Ms. Jennifer Marganski, Dr. Marie McPadden, Mr. Eric Mills, Mr. Gregory Murphy, Ms. Marissa Nall, Mr. Brennan Orie, Ms. Michelle Ortiz, Ms. Mary Raiola, Mr. Todd Rainey, Mr. Edward Rostowsky, Ms. Jennifer Schuchat, and Mr. Carl Teravainen

**1. Call to Order**

Chairman Browe called the meeting to order at 6:30 p.m.

**2. Pledge of Allegiance**

Recited by those present

**3. Presentation of CABA Communications Award of Excellence – Robert Guthrie, CABA Board of Directors (Enclosure) Page 6**

**MOTION** by Ms. McCreven, Second by Ms. Esposito to table this item until Mr. Guthrie arrived  
**VOTES IN FAVOR**, 10 (Mr. DeMaio, Ms. Cofrancesco, Ms. McCreven, Ms. Esposito, Mr. Hurley, Ms. Eichler, Ms. Cardozo, Mr. Belfonti, Ms. Carlson, and Dr. Turner)  
**MOTION CARRIED**

**4. Recognition of National Merit Scholarship Finalists (Enclosure) Page 7**

**5. Recognition of CAS Creativity and Innovation Certificate Recipients (Enclosure) Page 8**

**6. Recognition of National Hispanic Recognition Program Qualifier – Thomas Livesay**

**7. Student Report – Ananya Kachru**

***Chairman Browe called a break at 6:44 p.m.***  
***Chairman Browe reconvened the meeting 6:45 p.m.***

## **8. Public Comment**

Mr. Christian Young, 790 Quarter Mile Road, Orange, spoke against allowing students to participate in student walk-outs for any reason at all. He suggested that Amity create a policy prohibiting this. Mr. Young stated that schools are for curriculum, not for politics, and that this will disrupt the educational environment and will allow students to go outside to a less safe environment. He pointed to school policies that prohibit political disruption in school and suggested that allowing the students to participate in planned walk-outs is in conflict with these policies.

## **9. Approval of Minutes**

### **a. Regular Board of Education Meeting, February 12, 2018**

***MOTION*** by Ms. Cardozo, Second by Ms. Cofrancesco to approve minutes as submitted.

***MOTION*** by Ms. McCreven, Second by Ms. Carlson to approve minutes as amended, adding a unanimous vote for all policies except 1170 under Chairperson Browe's call to vote.

***MOTION*** by Mr. Hurley, Second by Mr. DeMaio to table vote to approve minutes until Section 11.a.6 is double-checked against meeting video

***VOTES IN FAVOR***, 11 (unanimous)

***MOTION CARRIED***

## **10. Adult and Continuing Education**

## **11. Correspondence**

## **12. Superintendent's Report**

### **a. Personnel Report**

### **b. Superintendent Report**

[https://www.amityregion5.org/uploaded/District\\_information/Superintendent's\\_Reports/2017-2018\\_Superintendent's\\_Reports/SuperintendentReport\\_March2018.pdf](https://www.amityregion5.org/uploaded/District_information/Superintendent's_Reports/2017-2018_Superintendent's_Reports/SuperintendentReport_March2018.pdf)

## **13. Chairman's Report**

### **a. Committee Reports**

#### **1. ACES**

#### **2. CABE**

#### **3. Curriculum**

#### **4. Facilities**



**MOTION** by Mr. Hurley, Second by Ms. Carlson to direct the Superintendent to begin immediate implementation of an SRO (School Resource Officer) program for the middle schools and to direct the Policy Committee to address an SRO policy to include the middle schools using this year's surplus funds as the funding source through June 30, 2019

**MOTION** by Mr. DeMaio to call the vote

**MOTION RETRACTED** by Mr. DeMaio to call the vote

**MOTION** by Ms. McCreven, Second by Ms. Esposito, to table Mr. Hurley's motion until the Ad Hoc Security and Wellness Committee is formed

**FRIENDLY AMENDMENT** by Mr. Browe, Second by Ms. Cardozo, to Ms. McCreven's motion to table Mr. Hurley's motion until Ad Hoc Security and Wellness committee's first meeting

**VOTES IN FAVOR**, 9 (Mr. DeMaio, Ms. Cofrancesco, Ms. McCreven, Ms. Esposito, Ms. Eichler, Ms. Cardozo, Mr. Belfonti, Ms. Carlson, and Dr. Turner)

**VOTES OPPOSED**, 2 (Mr. Hurley and Ms. Berke)

**MOTION CARRIED**

**MOTION** by Mr. Hurley, Second by Ms. Berke, to add \$200,000 to the Proposed 2018-2019 Budget to cover the cost of the SRO program, which is not in there right now

**MOTION** by Mr. Hurley, Second by Ms. Berke, to go into Executive Session for the purpose of discussing security matters that must be heard in Executive Session

**VOTES IN FAVOR**, 5 (Mr. DeMaio, Ms. Cofrancesco, Ms. McCreven, Mr. Hurley, and Ms. Berke)

**VOTES OPPOSED**, 5 (Ms. Esposito, Ms. Eichler, Ms. Cardozo, Mr. Belfonti, and Ms. Carlson)

**ABSTAINED**, 2 (Dr. Turner and Chairperson Browe)

**MOTION FAILED**

**MOTION** by Mr. Hurley, Second by Ms. Berke, to add \$200,000 to the Proposed 2018-2019 Budget for security purposes recalled by Chairperson Browe

**VOTE IN FAVOR**, 1 (Mr. Hurley)

**VOTES OPPOSED**, 8 (Mr. DeMaio, Ms. Cofrancesco, Ms. McCreven, Ms. Esposito, Ms. Eichler, Ms. Cardozo, Mr. Belfonti, and Dr. Turner)

**ABSTAINED**, 2 (Ms. Carlson and Ms. Berke)

**MOTION FAILED**

## **5. Finance**

### **a. Discussion and Possible Action on Proposed 2018-2019 Budget**

**MOTION** by Ms. Esposito, Second by Ms. Cofrancesco to approve the proposed 2018-2019 budget for the fiscal year 2018-2019 in the gross amount of \$49,026,535 and the net amount of \$48,190,256 to be submitted to Referendum on Tuesday, May 8, 2018

**VOTES IN FAVOR**, 10 (Mr. DeMaio, Ms. Cofrancesco, Ms. McCreven, Ms. Esposito, Ms. Eichler, Ms. Cardozo, Mr. Belfonti, Ms. Carlson, Dr. Turner, and Ms. Berke)

**VOTE OPPOSED**, 1 (Mr. Hurley)

**MOTION CARRIED**

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

**VOTES IN FAVOR**, 10 (Mr. DeMaio, Ms. Cofrancesco, Ms. McCreven, Ms. Esposito, Ms. Eichler, Ms. Cardozo, Mr. Belfonti, Ms. Carlson, Dr. Turner, and Ms. Berke)

**ABSTAINED**, 1 (Mr. Hurley)

**MOTION CARRIED**

**b. Consideration of and Possible Action on a Funding the Cost of Issuance of the Pending Bonds Refunding (Enclosure)**

**MOTION** by Ms. Cardozo, Second by Ms. Cofrancesco to approve that the cost of issuance for the refunding of the bonds for payment of the outstanding principal of and interest on all or a portion of the District's \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and \$8,245,000 General Obligation Refunding Bonds, Issue of 2010, Series B, will paid from the 2017-2018 operating budget from the contingency account.

**VOTES IN FAVOR**, 10 (Mr. DeMaio, Ms. Cofrancesco, Ms. McCreven, Ms. Esposito, Ms. Eichler, Ms. Cardozo, Mr. Belfonti, Ms. Carlson, Dr. Turner, and Ms. Berke)

**ABSTAINED**, 1 (Mr. Hurley)

**MOTION CARRIED**

**c. Discussion of Monthly Financial Statements (Enclosure)**

**d. Director of Finance and Administration Approved Transfers Under \$3,000 (Enclosure)**

**e. Discussion and Possible Action on Transfers over \$3,000 (Enclosure)**

**MOTION** by Mr. Belfonti, Second by Ms. Carlson, to approve the following budget transfer to cover higher than anticipated natural gas costs:

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
03-14-2600-5410	Utilities, excluding heat	\$15,000	
03-14-2600-5621	Natural Gas		\$15,000

**VOTES IN FAVOR**, 11 (unanimous)

**MOTION CARRIED**

**6. Policy**

**7. Personnel**

**8. District Technology**

**9. District Health and Safety**

**10. Ad Hoc Shared Services Committee**

**11. Ad Hoc Security and Wellness Committee**

**14. Items for the Next Agenda**

None

**15. Adjournment**

*Motion by Mr. DeMaio, Second by Ms. Berke, to adjourn meeting at 8:41 p.m.*

*Respectfully submitted,*

*Pamela Pero  
Recording Secretary*

DRAFT

Good evening Superintendent Dumais and members of the  
Amity Regional Board of Education.  
School District #5

My name is Bob Guthrie and I am here on behalf of CAFE to recognize the efforts of the Amity Regional School District #5 and to present you with this award.

In order to receive a Bonnie B. Carney Award of Excellence for Educational Communications, entries must meet ALL of the following criteria:

- First, is the general criteria which includes clarity of message, image and consistency.
- Second, the specific guidelines of readability/editing, graphics, type, format/presentation, design and value of expenditure.

I am very happy to present Amity Regional School District #5 with the award for excellence for educational communication for

Amity Region 5 District calendar 2017-2018  
(omit any title or name on the bottom of the plaque)

This entry was available at both middle schools, high school and district office. All proceeds go to National Art Honor Society.

CAFE has been honoring school districts with the Award of Excellence for Educational Communications since 1975. In 2016, the award was renamed in honor of longtime CAFE staff member, Bonnie B. Carney, in recognition of her 47 years of dedication to education, focused on communications.

With this award, CAFE's goal is to identify and honor the hard working people in school districts for their continuing effort to communicate effectively.

Congratulations!



# 2018

## NATIONAL MERIT SCHOLARSHIP PROGRAM

***\*Finalists\****



**WEIXIN DU**



**ULADA DUBOVIK**



**ELIZABETH FRIEDEN**



**VINCE LI**



**JUSTINE LUO**



**SALLY THACH**



**WEICHU YU**





# Connecticut Association of Schools



Teacher Recognition of

## CREATIVITY & INNOVATION

*Awarded to*

### **AMITY REGIONAL MIDDLE SCHOOL-BETHANY**

*Amy Benton  
Kye Camera  
Greg Murphy  
Marissa Nall  
Brennan Orie  
Michelle Ortiz  
Jennifer Schuchat*

### **AMITY REGIONAL MIDDLE SCHOOL-ORANGE**

*Thomas Foley  
Elaine Hashemian  
Jennifer Marganski  
Eric Mills*

### **AMITY REGIONAL HIGH SCHOOL**

*Jackie Cappiello  
Linda DeCesare  
Sean Malloy  
Todd Rainey  
Ed Rostowsky  
Michelle Shoop  
Carl Teravainen*



# Connecticut Association of Schools

## Teacher Recognition of

# CREATIVITY & INNOVATION



*Awarded to*

### **AMITY REGIONAL MIDDLE SCHOOL-BETHANY**

*Amy Benton*

*Kye Camera*

*Greg Murphy*

*Marissa Nall*

*Brennan Orie*

*Michelle Ortiz*

*Jennifer Schuchat*

#### *Amy Benton*

After researching schools like High Tech High in California and learning of the myriad benefits flexible seating may provide her students, Ms. Benton re-designed her classroom this year with her students' needs and a tight budget in mind. Flexible seating, along with a more open classroom design, fosters student autonomy and empowerment as they are charged with deciding what set up works most effectively for their learning style as well as the task at hand. The main purchase she made was a set of yoga balls for which she traded out the standard, straight-backed classroom chairs. Students not only have the opportunity to bounce and move, but they must also engage their core, posture, and balance, naturally improving their awareness during activities. Ms. Benton also built a platform stage from which her students present, perform, and engage in Readers' Theater activities. Inexpensive padded ottomans and plastic stools have been incorporated into one end of the room as an ever-changing discussion and collaboration space for students. A borrowed set of clipboards help to facilitate written work in this section of the classroom which is affectionately referred to by Ms. Benton's students as "the lounge." Finally, in order to accommodate her students who wished to stand, Ms. Benton upcycled old audio/visual carts into standing desks. With a quick coat of paint and contact paper, these unused carts from the storeroom have found new life as standing desks that are both mobile and just the right height. Ms. Benton even did away with her own big teacher desk in an attempt to model for her students, opting instead for a small computer nook. This allows her more mobility in the classroom and removes the physical barrier between her and her students. Although she has needed to shift her perceptions of classroom management, Ms. Benton has seen increased engagement, smoother collaboration, and students who are naturally making the mind and body connection in a more flexible classroom.

#### *Michelle Ortiz*

Ms. Ortiz organized, and the PTSO sponsored, two special community fall events to improve communication and empathy. First, on November 14, Ms. Ortiz organized an incredible opportunity for AMSB students and families to meet Maroon 5 bassist, Mickey Madden, and world-renowned author Colum McCann as they introduced parents and students to the global, empathy organization Narrative 4. The AMSB House Band, our string students, and three brave teachers, who shared their stories using the Narrative4 (N4) model, helped make the night very successful. This was part one of a two-part event in which participants had an opportunity to experience a story exchange, the core methodology of N4. The second N4 event for the AMSB community was held on December 14 and was a Narrative 4 Family Story Exchange. For this event, parents and children came together to experience an inter-generational story exchange. Other staff members who volunteered to assist included: Elisa Laudati, school psychologist, Kara Lanziero, school counselor; and teachers Marissa Nall, Greg Murphy, and Kye Camera.



Connecticut Association of Schools  
Teacher Recognition of  
**CREATIVITY & INNOVATION**



*Awarded to*

**AMITY REGIONAL MIDDLE SCHOOL-BETHANY**

*Amy Benton*

*Kye Camera*

*Greg Murphy*

*Marissa Nall*

*Brennan Orie*

*Michelle Ortiz*

*Jennifer Schuchat*

*Kye Camera, Greg Murphy, Marissa Nall, Brennan Orie, Jen Schuchat*

Four teachers, Kye Camera, Brennan Orie, Greg Murphy, and Marissa Nall all participated in a new Performance Based Assessment Design (PADI) program with teachers from Amity, Milford and Stratford school districts. They expanded upon an idea, conceived and created by Jen Schuchat, into a large interdisciplinary unit involving English, social studies and music. Students investigate a global issue or local perspective on issues like: access to water, healthcare, education, gender inequality, human rights, terrorism, famine, etc. Students research the issue, create a trifold poster board and free-choice activity to raise awareness of their topic, and write a formal argumentative essay advocating for a response to the issue. These are shared with parents and others at a Global Issues Evening in February. Later in the year, students synthesize social awareness with their knowledge of music by writing their own social protest songs, some of which may be shared at the Spring music concert. Teachers will present this unit at the New England League of Middle Schools Conference in April as an example of how to use learner-centered quality assessment practices and authentic, performance-based assessment tasks designed to produce and measure student learning.





Connecticut Association of Schools  
Teacher Recognition of  
**CREATIVITY & INNOVATION**



*Awarded to*

**AMITY REGIONAL MIDDLE SCHOOL-ORANGE**

*Thomas Foley*

*Elaine Hashemian*

*Jennifer Marganski*

*Eric Mills*

*Thomas Foley*

Mr. Foley makes science “come alive”. He has an extraordinary ability to take complex theoretical concepts and develop these concepts into hands-on activities that students can relate to and have fun with. One innovative example of this is the culminating activity that he uses when teaching about the physics of mechanical advantage and simple machines. Mr. Foley sets-up a block and tackle system attached to a bosun chair and suspends it from an I-beam in the Technology Education lab. Students experience real-life application of physics and simple machines when they hoist themselves up off the floor while using very minimal effort as a result of the mechanical advantage of the pulley and rigging. Students are always amazed at how little effort is necessary to lift heavy loads using the mechanical advantage afforded by simple machines. Real-world applications are discussed and students perform pulling force calculations based upon the number and size of the pulleys.

Mr. Foley is able to integrate many creative, engaging and fun ways for students to “experience” science while still maintaining high academic rigor and standards in his class.

*Elaine Hashemian*

Elaine consistently brings creativity into her classroom. Over the years she has partnered with the Jamie Hulley Foundation and has been awarded grants which have been used for exciting activities for the students. For instance, she has had expert musicians come to our school. We have had two presenters who were fluent in the Art of Flamenco Dancing. They instructed the students as to the background of this art, taught them how to play many of the instruments and the different dances associated with this music. This innovative activities help bring the Spanish language and culture to life for her students.

Elaine is a highly collaborative member of the 7<sup>th</sup> grade team. She has worked to integrate Spanish culture across the disciplines. For example, students created and decorated authentic musical instruments and worked with the music teacher to instruct students on how to play them and thus they were exposed to authentic Spanish culture in a meaningful way. This year Elaine worked with the art and math teachers to have students create their own representation of the Spanish artist Miro.

Elaine has also coordinated talent shows within her Spanish classes, showing students that they can be creative on many levels with many languages. They have showcased their talents of dance, acting and other hobbies.

Elaine is also creative outside of the classroom. She is working on a book and has written and performed many of her poems. She is energetic and talented and brings this enthusiasm to her students.



Connecticut Association of Schools  
Teacher Recognition of  
**CREATIVITY & INNOVATION**



*Awarded to*

**AMITY REGIONAL MIDDLE SCHOOL-ORANGE**

*Thomas Foley*

*Elaine Hashemian*

*Jennifer Marganski*

*Eric Mills*

**Jennifer Marganski**

We are pleased to recommend Jennifer Marganski, for CAS recognition of Creativity and Innovation. As a social studies teacher, Jen is always looking for ways to engage students in meaningful work that allows them to explore and understand social studies concepts. Jen's commitment to innovation is evidenced by her participation in the Performance Assessment Design Initiative (PADI) training last summer. The performance assessments created through PADI must be relevant, meaningful and authentic. Exemplary PADI tasks allow for students to reach beyond the classroom to explore issues, ideas and problems in the real world.

Jen created a performance task for her 8<sup>th</sup> grade students that centers on the use of political cartoons as a means to express a personal bias and/or influence public opinion on an issue. Students have worked throughout the year examining political cartoons as a means to understand different perspectives of key issues throughout U.S. History. As a culmination of this work, students will work with a local cartoonist to research a current issue and draw their own cartoon. To further extend student learning, and provide students with an authentic audience for their work, Jen is working with the local papers to have the student work published.

Jen's creativity and dedication to her students is further evident in the variety of student work that is displayed throughout her room. Students are given a variety of materials and are encouraged to demonstrate their learning in novel ways.

**Eric Mills**

Mr. Mills' health classes have a high level of student engagement. Students are frequently seen participating in self-directed, creative activities that explore current social, emotional and health issues that middle school students face. In one such project, students, working in teams, choose a topic that has been discussed in class and create a "public service announcement video" on the topic. In this exemplar activity, students research the topic, develop the story line, assign students to perform as actors/actresses and record the video. Students work on editing and adding special effects to the videos. Some of the best videos are shown to the entire school via closed circuit television. The public service announcements are original creations of the students, and when broadcast, are of great value in reinforcing positive responses to issues facing young adolescents. When broadcast, they are always received favorably by faculty, staff and students.

Mr. Mills is also a passionate advocate for our quest to develop and implement an advisory program at AMSO. He continues to research and offer a number of creative and innovative activities for students and teachers regarding this endeavor. He also works with students to coordinate our unique "Spartan Songs" program on the morning news which the students love! Mr. Mills' mantra is "let's always do what's best for students".



Connecticut Association of Schools  
Teacher Recognition of  
**CREATIVITY & INNOVATION**



*Awarded to*

**AMITY REGIONAL HIGH SCHOOL**

*Jackie Cappiello*  
*Ed Rostowsky*

*Linda DeCesare*  
*Michelle Shoop*

*Sean Malloy*  
*Carl Teravainen*

*Todd Rainey*

Beginning in the spring of 2017, this group of teachers began planning and designing a sustainable, community-building project for the Amity High School Alternative (A-School) Program: a fully functioning aviary at Amity Regional High School. The objective of the project was to create a focal point for the A-School that could be used for interdisciplinary curricular purposes as well as have long-term program/community building possibilities. These teachers worked to secure funding, design field trips, oversee the construction and installation of the 2 hives and solidified a relationship with local beekeeping experts to create the A-School program "The Hive."

The Hive was developed in a joint effort between students and teachers, including conceiving the project idea, planning it, securing the funding, building the actual hive boxes, installation, summer maintenance and long-term sustainable planning. The A-School keeps their actual bee hives on the roof of the high school building and is able to access the hives to check on the health of the bees, deliver sugar water and assure adequate structural maintenance. Students work with their teachers to keep up the hive, have completed interdisciplinary activities around with data and other information from the hives and have long-term goals of working with local farms to gather and distribute honey.

Each one of these educators has had an important role in this project and in the lives of students at Amity Regional High School by helping our students make relevant and meaningful connections between their school work and their outside experiences.





## Next Generation Accountability Report: 2016-17

Choose a District

Regional School District 05

No:	Indicator	Index/Rate <sup>1</sup>	Target	Points Earned	Max Points	% Points Earned	State Avg Index/Rate
1a.	ELA Performance Index – All Students	76.8	75	50.0	50	100.0%	67.1
1b.	ELA Performance Index – High Needs Students	60.4	75	40.2	50	80.5%	55.9
1c.	Math Performance Index – All Students	73.8	75	49.2	50	98.4%	62.2
1d.	Math Performance Index – High Needs Students	57.6	75	38.4	50	76.8%	50.5
1e.	Science Performance Index – All Students	68.0	75	45.3	50	90.7%	55.3
1f.	Science Performance Index – High Needs Students	53.9	75	35.9	50	71.8%	45.2
2a.	ELA Avg. Percentage of Growth Target Achieved – All Students	61.6%	100	61.6	100	61.6%	55.4%
2b.	ELA Avg. Percentage of Growth Target Achieved – High Needs Students	56.8%	100	56.8	100	56.8%	49.8%
2c.	Math Avg. Percentage of Growth Target Achieved – All Students	72.3%	100	72.3	100	72.3%	61.7%
2d.	Math Avg. Percentage of Growth Target Achieved – High Needs Students	54.7%	100	54.7	100	54.7%	53.7%
4a.	Chronic Absenteeism – All Students	5.8%	<=5%	48.3	50	96.7%	9.9%
4b.	Chronic Absenteeism – High Needs Students	15.7%	<=5%	28.6	50	57.3%	15.8%
5	Preparation for CCR – % taking courses	53.1%	75%	35.4	50	70.7%	70.7%
6	Preparation for CCR – % passing exams	68.8%	75%	45.8	50	91.7%	43.5%
7	On-track to High School Graduation	96.9%	94%	50.0	50	100.0%	87.8%
8	4-year Graduation All Students (2016 Cohort)	94.7%	94%	100.0	100	100.0%	87.4%
9	6-year Graduation - High Needs Students (2014 Cohort)	92.3%	94%	98.2	100	98.2%	82.0%
10	Postsecondary Entrance (Class of 2016)	82.9%	75%	100.0	100	100.0%	72.0%
11	Physical Fitness (estimated part rate) and (fitness rate)	94.2% 71.8%	75%	47.8	50	95.7%	92.0% 51.6%
12	Arts Access	43.3%	60%	36.1	50	72.2%	50.5%
	Accountability Index			1094.8	1350	81.1%	

<sup>1</sup> Unrounded index/rates are used in calculations. Values rounded to 1 decimal are displayed.

These statistics represent the results from the third year of Connecticut's Next Generation Accountability Model for districts and schools. For detailed information and resources about every indicator including the rationale for its inclusion, the methodology used as well as links to resources, research, and evidence-based strategies, please consult the document titled [Using Accountability Results to Guide Improvement](#).

This model is the direct result of an extensive consultation process over a two year period. The CSDE sought feedback from district and school leaders, Connecticut educators, state and national experts, CSDE staff, and many others. This model was originally outlined in Connecticut's flexibility application to the U.S. Department of Education and formally approved by the USED in August 2015 and is now included in Connecticut's state plan for the Every Student Succeeds Act.

Gap Indicators	Non-High Needs Rate*	High Needs Rate	Size of Gap	State Gap Mean + 1 Stdev**	Is Gap an Outlier?
Achievement Gap Size Outlier?					Y
ELA Performance Index Gap	75.0	60.4	14.6	16.7	
Math Performance Index Gap	75.0	57.6	17.4	18.7	
Science Performance Index Gap	71.3	53.9	17.4	16.6	
Six-Year Graduation Rate Gap (2014 Cohort)	94.0%	92.3%	1.7%	12.0%	N

\*If the Non-High Needs Rate exceeds the ultimate target (75 for Performance Index and 94% for graduation rate), then the ultimate target is displayed and used for gap calculations. \*\*If size of gap exceeds the state mean gap plus one standard deviation, then the gap is an outlier.

Participation Rate	Rate
ELA – All Students	98.5%
ELA – High Needs Students	98.1%
Math – All Students	98.6%
Math – High Needs Students	98.1%
Science – All Students	99.5%
Science – High Needs Students	100.0%

District Code:2050012

# 2016-2017 Next Generation Accountability

District Report



## **AMITY**

Regional School District No. 5  
Bethany~Orange~Woodbridge

# Amity's Report Card: 12 Indicators

## Participation

## Growth

- ELA
- Math

## Performance

- ELA
- Math
- Science



## Chronic Absence

- All Students
- High Needs



## Postsecondary

## Graduation

- On-Track
- 4-year
- 6-year

## Prep for CCR

- Taking Courses
- Passing Exams



## Arts Access

## Fitness Rate

- Participation
- Fitness



# Performance & Growth

Grades 7 & 8

**CTAA**

**Connecticut Alternate Assessment**

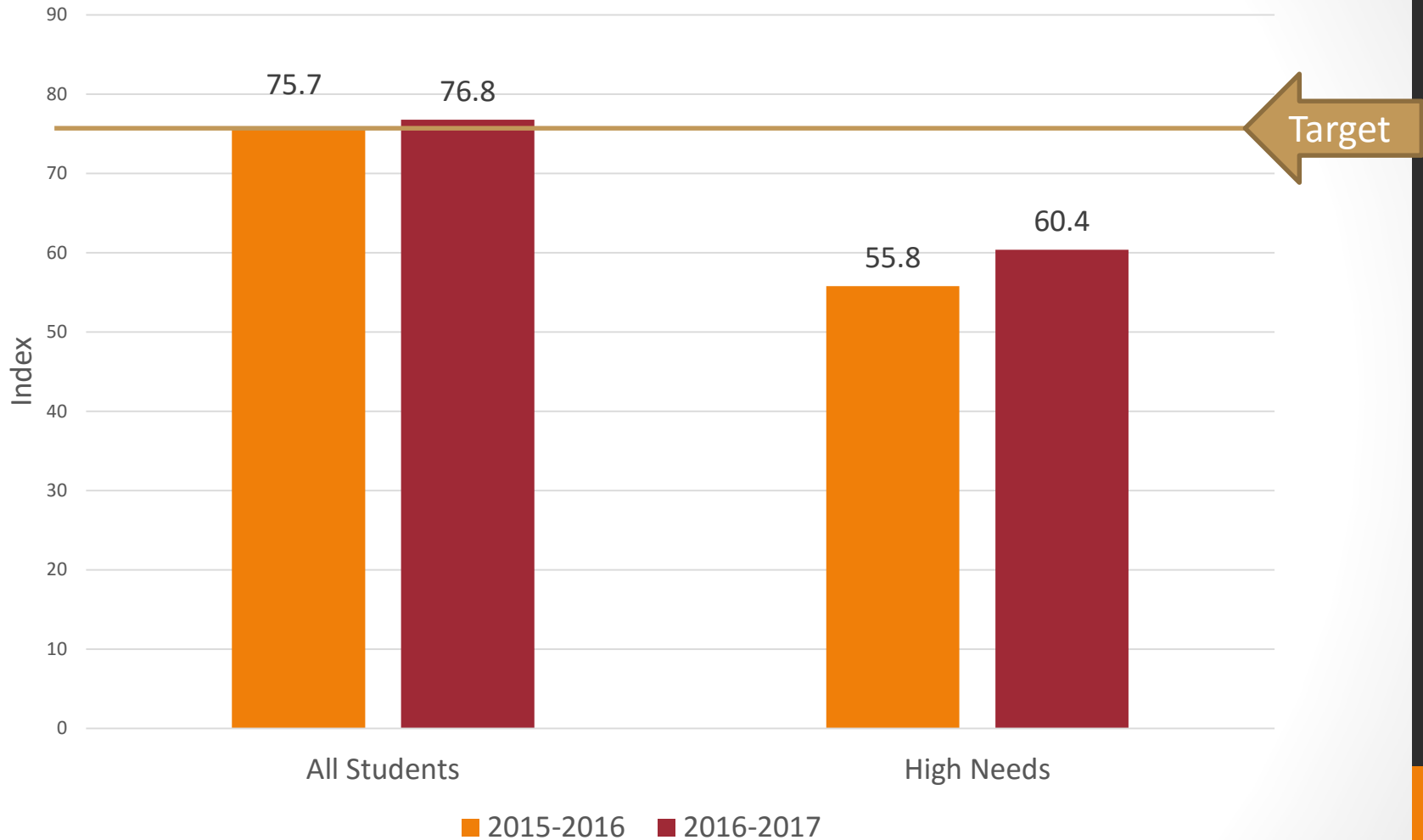


**CMT/CAPT**  
SCIENCE

**Connecticut SAT School Day**

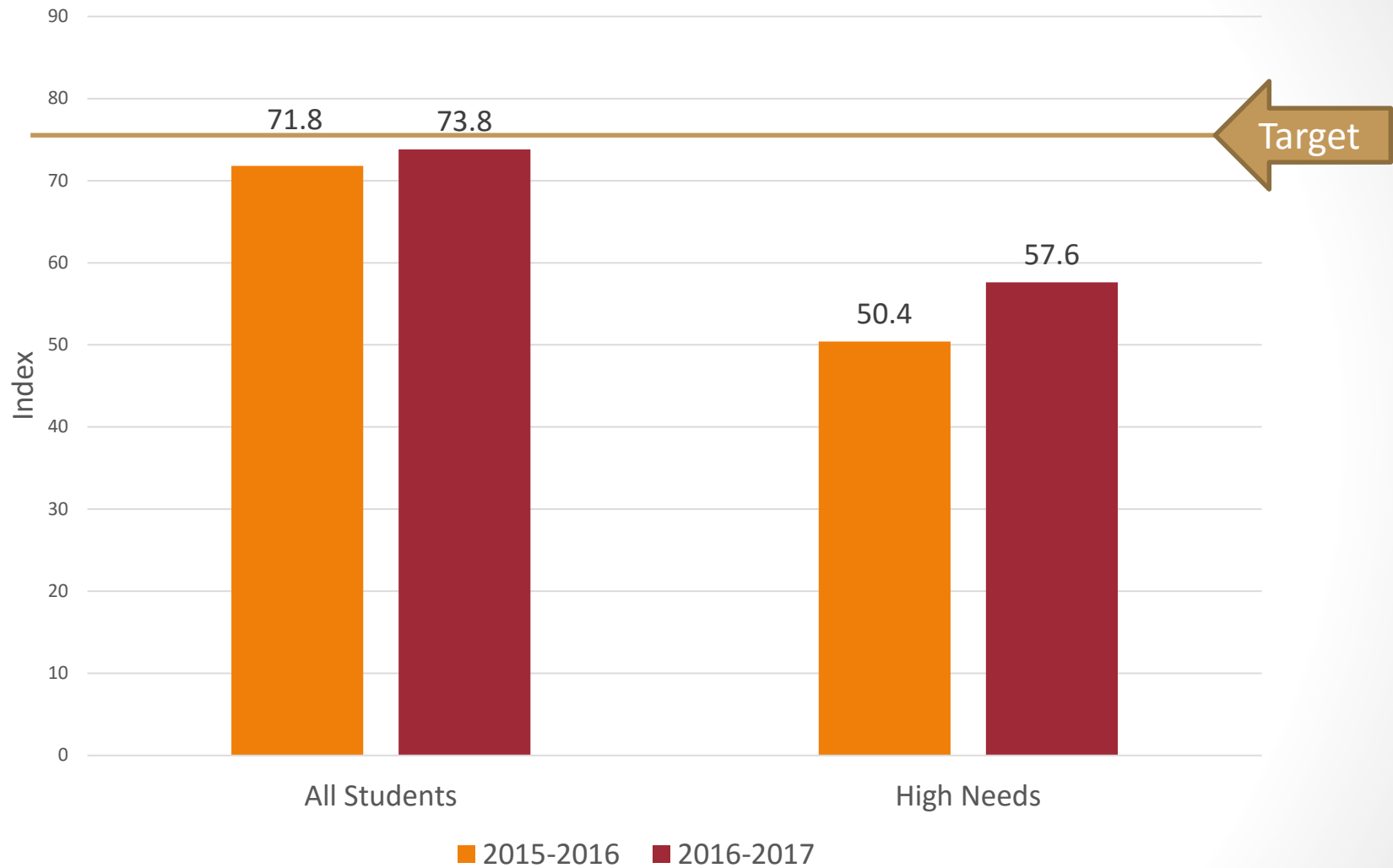


## English Language Arts Year-to-Year Comparison

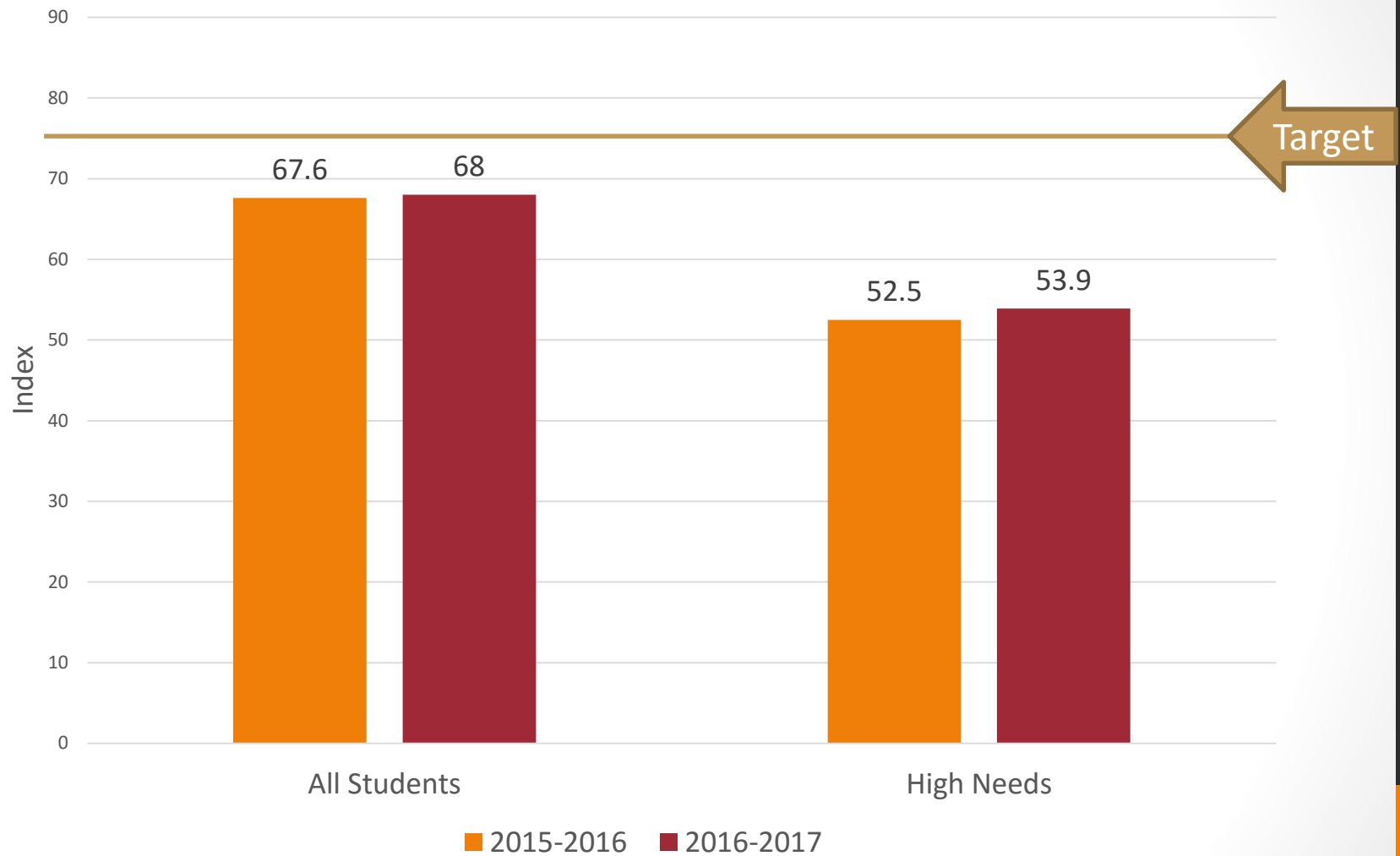




## Math Year-to-Year Comparison



## Science Year-to-Year Comparison



# Calculating SBA Growth - Gr.7&8 Only

Grade in Yr. 1	Level	Level 1: Not Met		Level 2: Approaching		Level 3: Met		Level 4: Exceeded	
		1 - LOW	2 - HIGH	3 - LOW	4 - HIGH	5 - LOW	6 - HIGH	7 - LOW	8 - HIGH
7	Range	2250-2438	2439-2483	2484-2525	2526-2567	2567-2600	2601-2634	2635-2664	2665+
	Target	58	35	31	31	36	37	38	35/maintain

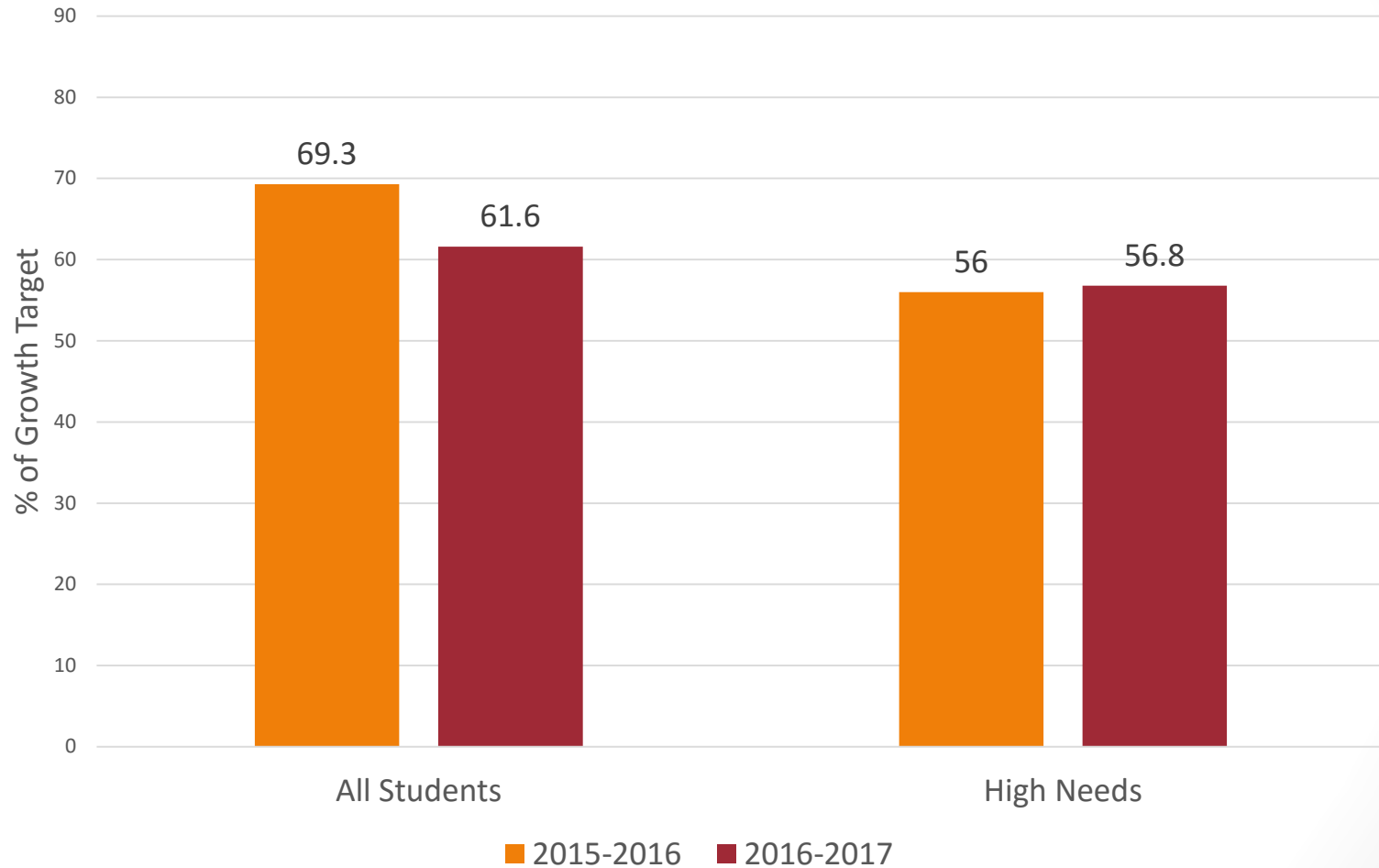
## Seventh into Eighth Grade Example:

- Lou scores a 2575 in seventh grade on the Math SBA.
- Lou is expected to grow 36 points by eighth grade.
- Lou scores a 2608 on eighth grade.
- Lou grew 33 points. His target was 36.
- **Lou did not achieve the growth target.**



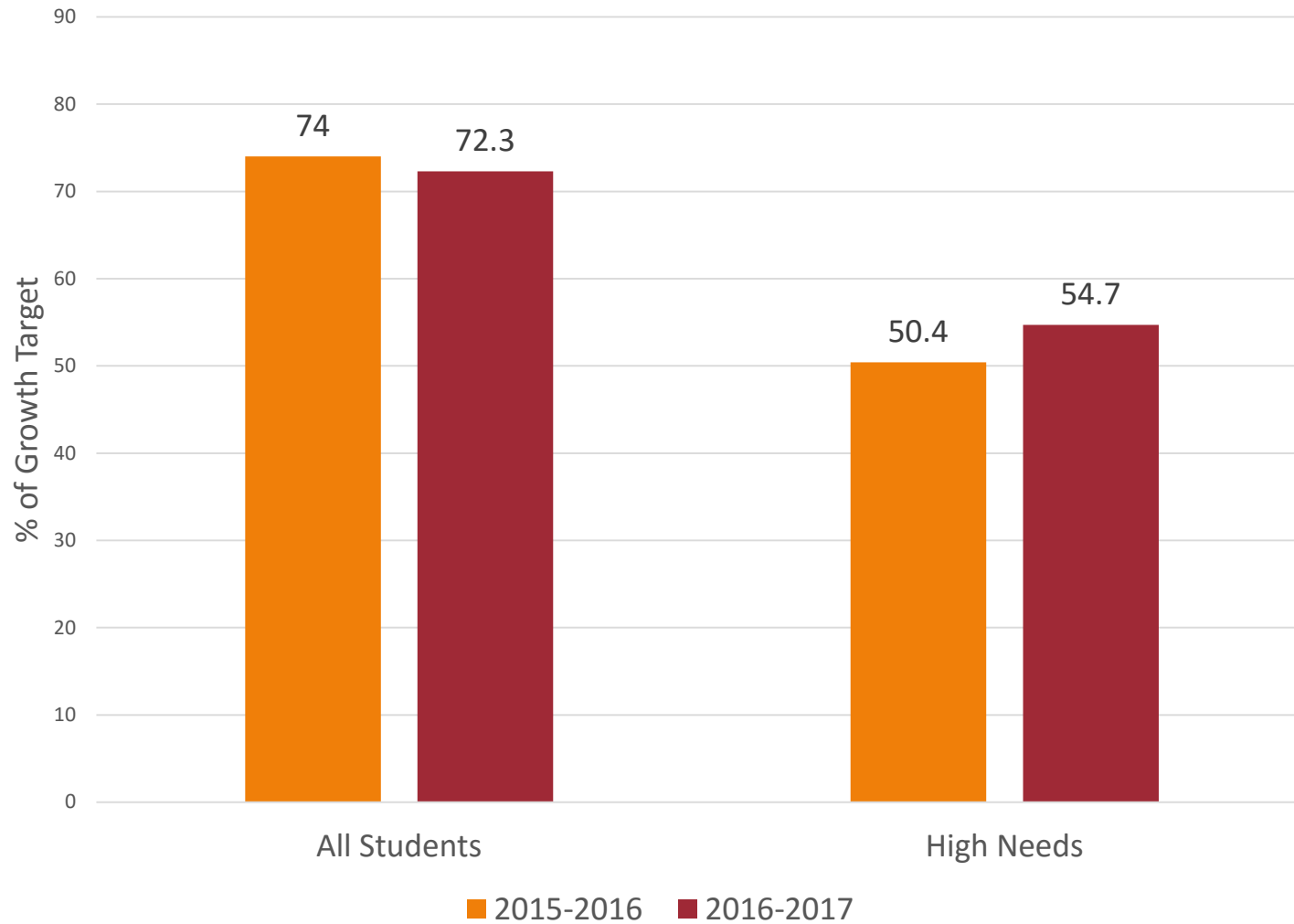
## SBA English Language Arts Growth Year-to-Year Comparison

Target



## SBA Math Growth Year-to-Year Comparison

Target



# District Overall Strengths



- Above Target
  - ✓ ELA Performance-All Students
  - ✓ On-track to HS Graduation
  - ✓ 4-Year Graduation
  - ✓ Postsecondary Entrance



Indicator 1a, 7, 8, 10

# Near Target (Over State Average)

- ✓ Math Performance-All students (98.4% of goal)
- ✓ Chronic Absenteeism-All students (96.7% of goal)
- ✓ Preparation for CCR - % passing exams  
(91.6% of goal)
- ✓ 6-Year Graduation-High Needs (98.2% of goal)
- ✓ Physical Fitness (95.7% of goal)



# Areas for Action

- High Needs Students
  - ELA Performance and Growth (80.5% and 56.8% of goal)
  - Math Performance and Growth (76.8% and 54.7% of goal)
  - CMT & CAPT Science Performance (71.8% of goal)
  - Chronic Absenteeism (57.3% of goal)
- Growth - All Students in Gr.7&8
  - ELA (61.6% of goal)
  - Math (72.3% of goal)
- Preparation for College & Career Readiness (HS only)
  - Taking Courses (70.7% of goal)
  - Arts Access (72.2% of goal)





# Action Plan—High Needs

- Improve the ELA, Math, and Science scores for high needs students.
  - Gap Analysis & Targeted interventions
  - Professional Learning
    - PowerSchool Analytics and Assessment
    - Student-Centered/Standards-Based
- How will we measure our actions?
  - Increase STAR Scaled Scores in Reading and Math
  - Results from PowerSchool Analytics and Assessment

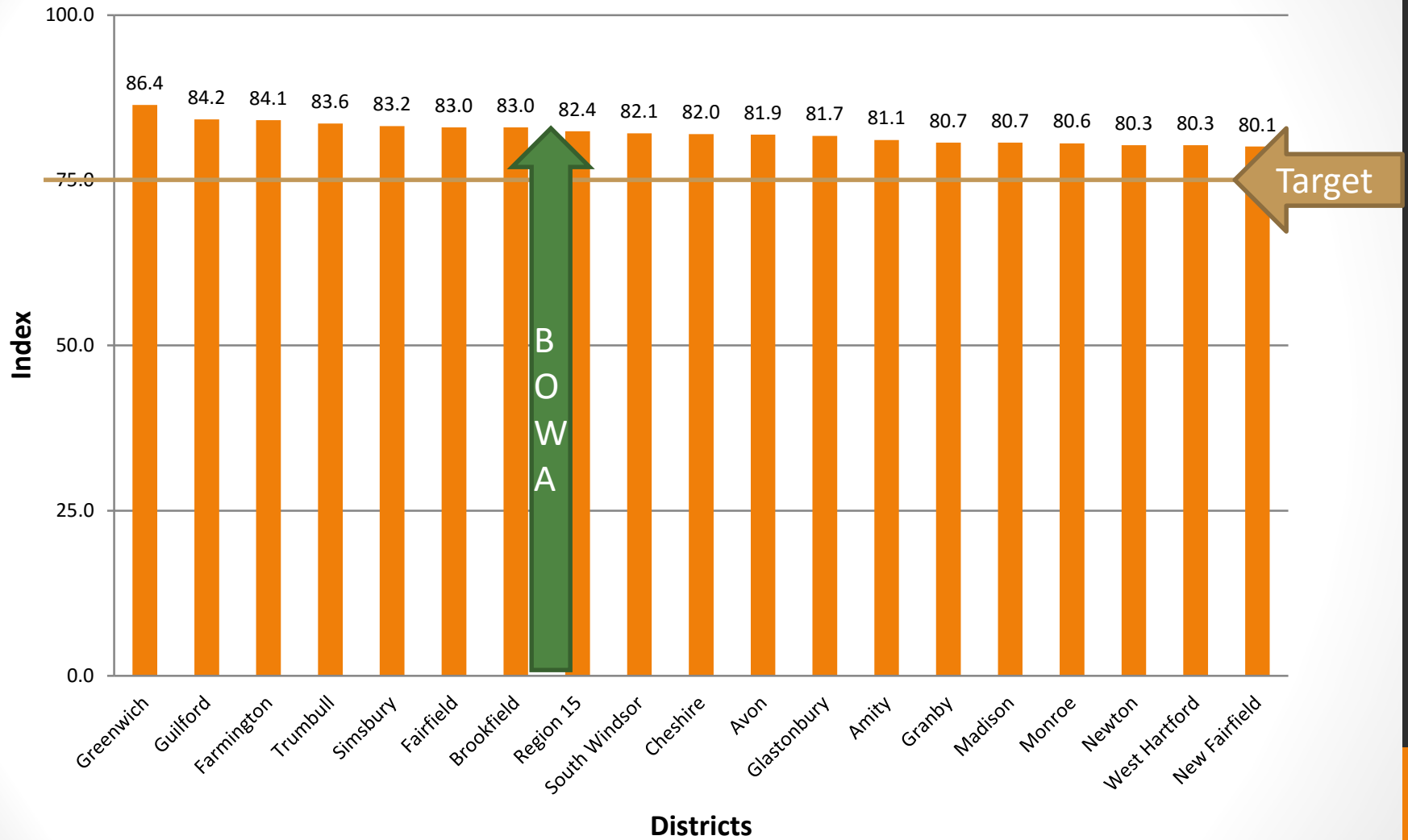
# Action Plan—Growth

- Improve ELA and Math growth for all 7<sup>th</sup> and 8<sup>th</sup> graders
  - Add Common Assessments to PowerSchool Assessment
  - Continue to align curriculum across grades 6-8
  - Analyze STAR Assessment Results (3x/year)
  - Professional Learning
    - PowerSchool Analytics and Assessment
    - SBA Interim-Assessment Blocks
    - Student-Centered/Mastery-Based Learning
- How will we measure our actions?
  - Increase in results of STAR progress monitoring
  - Common Assessment data from PowerSchool A&A
  - Monitor the curriculum to review that the standards are an instructional *and* assessment focus

# Action Plan—Prep for CCR

- Increase the scores for ACT and SAT
  - Administer the PREACT to all 10<sup>th</sup> graders
  - Administer PSAT to all 11<sup>th</sup> graders
  - Link Khan Academy to College Board for all 11<sup>th</sup> graders
  - Increase use of Study Island as prep for ACT and SAT exams
- How will we measure our actions?
  - Results from PREACT and PSAT
  - Results from ACT and SAT
  - Study Island Usage Reports

# Next Gen Accountability 2016-2017



Amity Regional District #5  
Bethany-Orange-Woodbridge

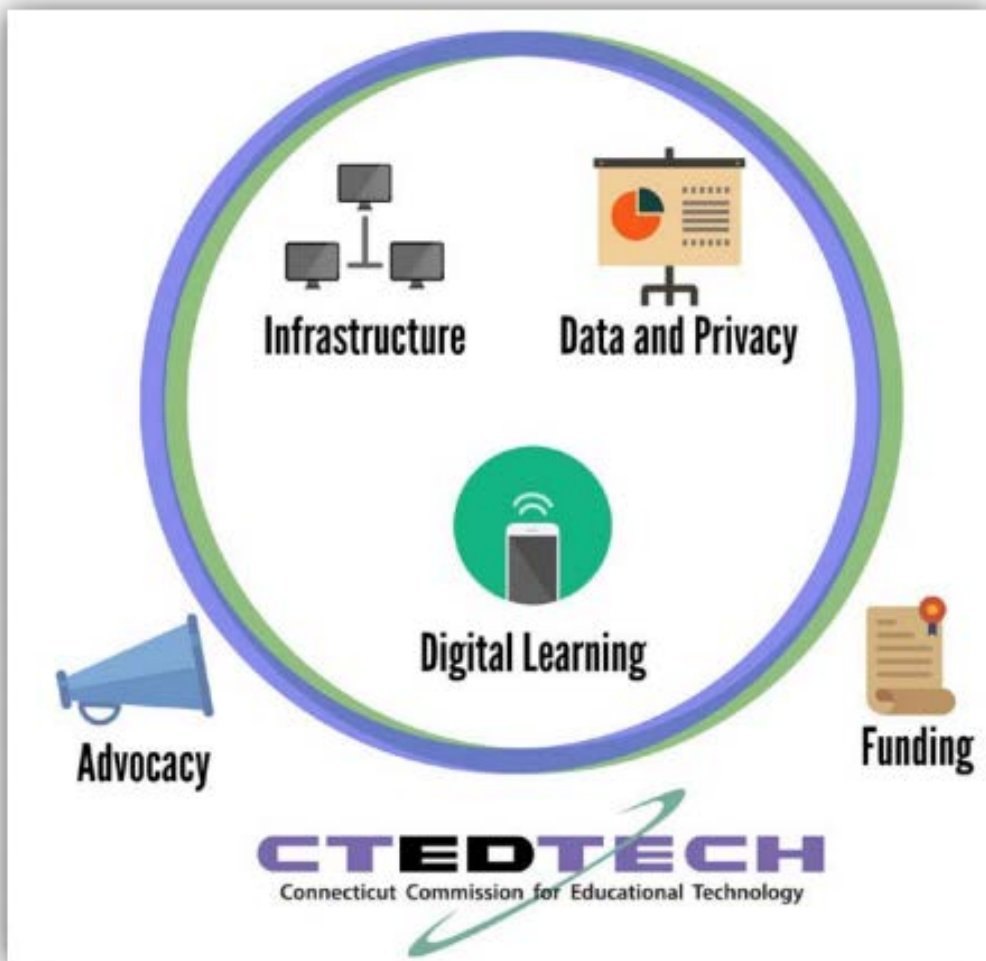
Educational Technology Plan

July 1, 2018 through June 30, 2021

DRAFT

## VISION STATEMENT

The aim of 21<sup>st</sup> century education is learning – creative, powerful, personal, and open-ended in our lives. Technology should be ever-present yet almost invisible (seamless), empowering our staff and students to think, create, communicate, collaborate – locally and globally – and learn most effectively in a one-to-one environment.



## TECHNOLOGY PLANNING COMMITTEE

Member	Title/Constituent Group
Jess Artemchuk	Parent
Frank Barretta	Assistant Principal
Brenda Burt	Teacher and Building Technology Coordinator
Ken Clark	Teacher
Seth Davis	Teacher and Building Technology Coordinator
Richard Dellinger	Principal
Steven DeMaio	Board of Education Member
Shaun DeRosa	Director of Technology
Howard Ding	Student
Dr. Charles Dumais	Superintendent
Robert Fragione	Teacher and Building Technology Coordinator
Brian Goldstein	Teacher and Building Technology Coordinator
Neil Holt	Assistant Principal
Victoria Hulse	Library Media Specialist
Anastasia Kimball	Teacher and Building Technology Coordinator
John Laliberte	Teacher and Building Technology Coordinator
Lisa Lassen	Content Coach-Computer Education
Terry Lumas	Director of Finance
Kathryn McGonigal	Library Media Specialist
Dr. Marie McPadden	Director of Curriculum and Staff Development
Robert Musco	Library Media Specialist
Mary Raiola	Director of Pupil Services
Kristin Yeakel	Library Media Specialist
Penny Zamkov	Parent

## Goal 1: Digital Learning

### State Technology Plan

Goal: Statewide Digital Learning goals include the support of effective teaching and learning for students of all ages and abilities, across a range of effective environments and instructional frameworks (pedagogies). The work of the Commission and its network of partners will also support best practices in technology-enabled learning by defining and supporting the application of standards for students, teachers, and educational leaders. Translating standards and frameworks into applied practice in the area of digital and media literacy continues to be an ongoing objective.

Equity of access remains a common goal across all Commission activities, whether in the form of making high-quality educational materials available to all teachers and students, supporting computer science education, or helping to ensure training for teachers to integrate technology effectively in support of engaging instruction. The Commission also strives to provide educational technology professionals with best practices in policy, governance, and operational efficiencies, with close alignment to national and international platforms such as the U.S. Department of Education's Future-Ready framework.

### Future Ready Schools Framework

Curriculum, Instruction, And Assessment:

In a Future Ready district, curriculum, instruction, and assessment are tightly aligned, redesigned to engage students in 21st Century, personalized, technology-enabled, deeper learning. Curricula and instruction are standards-aligned, research-based, and enriched through authentic, real-world problem solving. Students and teachers have robust and adaptive tools to customize the learning, teaching, and assessment, ensuring that it is student-centered and emphasizing deep understanding of complex issues. Assessments are shifting to be online, embedded, and performance-based. Data and associated analysis serve as building blocks for learning that is personalized, individualized, and differentiated to ensure all learners succeed.

The elements that comprise this Gear are as follows:

- 21st Century Skills/Deeper Learning
- Personalized Learning
- Collaborative, Relevant, and Applied Learning
- Leveraging Technology
- Assessment—Analytics Inform Instruction

A foundation for each of these elements is the increased use of digital content, providing learners a range of high quality media, accessible 24 hours-a-day, 7-days-a-week. This provides all students many more opportunities to personalize learning, reflect on their own work, think critically, and engage frequently in deeper understanding of complex topics. This necessitates equitable access to devices and high-speed networks and broadband both at school and beyond, into the community and homes.



***Action Plan for Goal Area 1***

<b>Action Steps</b>	<b>Responsible Parties</b>	<b>Timeframe</b>	<b>Evidence</b>
Continue to use technology to increase student achievement, personalize learning, incorporate 21 <sup>st</sup> Century Skills and the Future Ready Frameworks by using district supported digital tools and resources.	<ul style="list-style-type: none"> <li>• Director of Curriculum and Staff Development</li> <li>• Principals</li> <li>• Computer Education Content Coach</li> <li>• Library Media Specialists</li> <li>• Teachers</li> <li>• Students</li> </ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"> <li>• Data report to Technology Committee-</li> <li>• Atlas Curriculum Maps</li> <li>• LMS</li> <li>• LMC Websites</li> <li>• Student work</li> <li>• Assignments</li> </ul>
The Library Media Specialists at all three schools, the Building-Based Technology Coordinators at all three schools, and the Computer Education Content Coach will continue to work with teachers to develop lessons, projects, and assessments that are empowering, engaging and enhanced by district supported digital tools and resources.	<ul style="list-style-type: none"> <li>• Director of Curriculum and Staff Development</li> <li>• Principals</li> <li>• Library Media Specialists</li> <li>• Building-Based Technology Coordinators</li> <li>• Computer Education Content Coach</li> <li>• Teachers</li> </ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"> <li>• Atlas Curriculum Maps</li> <li>• BBTC evidence</li> <li>• LMC Websites</li> <li>• Student work</li> <li>• PL activities</li> <li>• Assessments</li> <li>• Assignments</li> </ul>

Provide facilitated time for teachers to work on learning activities/lessons to use in their classes, which incorporate technologies in which they have been trained.	<ul style="list-style-type: none"> <li>• Building-Based Technology Coordinators</li> <li>• Director of Curriculum and Staff Development</li> <li>• Computer Education Content Coach</li> </ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"> <li>• Course catalogs from staff development days and ongoing training offered throughout the year via PLC presentations, faculty meetings or after school workshops, feedback surveys.</li> <li>• PL Activities</li> <li>• Needs assessment</li> </ul>
Embed digital citizenship into current lessons in order to help students think critically, behave safely, and participate responsibly in a digital world through communication, collaboration, creativity, and critical thinking skills.	<ul style="list-style-type: none"> <li>• Director of Curriculum and Staff Development</li> <li>• Principals</li> <li>• Library Media Specialists</li> <li>• Building-Based Technology Coordinators</li> <li>• Computer Education Content Coach</li> <li>• Teachers</li> </ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"> <li>• Atlas Curriculum Maps</li> <li>• BBTC evidence</li> <li>• Common Sense Media Lessons</li> <li>• Student work</li> <li>• PL activities</li> <li>• Assessments</li> <li>• Assignments</li> </ul>

## Goal 2: Infrastructure for Teaching and Learning

### State Tech Plan

Goal: As defined in its governing Statute (Sec. 4d-80), the Commission's ongoing work and long-term goals address connectivity to and within schools. Through its oversight of the Connecticut Education Network (CEN), the Commission will expand upon this work, with efforts underway to connect libraries, universities, municipalities, and other community anchor institutions. Based on CEN member needs assessments, the Commission will work closely with CEN leadership to explore the provision of new services that support educational networking demands statewide.

Efforts will continue to eliminate inequalities of access to technology by supporting the provision of broadband outside of school and equipping students with affordable, high-quality devices. This work will come in the form of sharing connectivity and infrastructure best practices with educational technology leaders and practitioners.

### Future Ready Schools Framework

Robust Infrastructure:

When employed as part of a comprehensive educational strategy, the effective use of technology provides tools, resources, data, and supportive systems that increase teaching opportunities and promote efficiency.

The elements that comprise this Gear are as follows:

Adequacy of Devices; Quality and Availability

Robust Network Infrastructure

Adequate and Responsive Support

Formal Cycle for Review and Replacement

Such robust environments enable anytime, anywhere learning based on competency and mastery with empowered, caring adults who are guiding the way for each student to succeed. High quality, high speed technology and infrastructure systems within a school district are essential to the advancing of digital learning. In these environments, the use of technology is seamless, and students have ubiquitous access to broadband on high quality devices both at school and while at home.

### Action Plan for Goal Area 2

Action Steps	Responsible Parties	Timeframe	Evidence
Continually review infrastructure and replace when needed.	<ul style="list-style-type: none"><li>• Director of Technology</li><li>• Director of Finance</li></ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"><li>• Budget lines</li><li>• Fixed Asset Management Software</li></ul>

Allocate resources to support keeping the technology staff current with the latest skills through training sessions.	<ul style="list-style-type: none"> <li>• Director of Technology</li> <li>• Director of Finance</li> </ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"> <li>• Budget lines</li> <li>• Records from workshops</li> </ul>
Work with the District Technology Committee to plan and implement a 1:1 computing environment, including addressing equity issues.	<ul style="list-style-type: none"> <li>• Director of Technology</li> <li>• Director of Finance</li> <li>• Principals</li> <li>• Technology Committee</li> <li>• Parents</li> <li>• Students</li> </ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"> <li>• Budget lines</li> <li>• 1:1 Plan</li> <li>• Meeting minutes</li> </ul>
Continue to use a ticket module to receive, respond, track and address technology trouble tickets. Using this information, we can make projections regarding where possible issues may arise in the future and then prepare and/or budget for repairs or replacements.	<ul style="list-style-type: none"> <li>• Director of Technology</li> <li>• Principals</li> <li>• Teachers</li> </ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"> <li>• ITDirect reports</li> <li>• Teacher feedback</li> </ul>

### Goal 3: Student Data and Privacy

#### State Tech Plan

Goal: The availability of digital tools, devices, and access has expanded the ability of educators — and students themselves — to capture, assess, and act upon educational data. The Commission will continue to champion the effective use of instructional and operational data to further learning while helping to ensure the security and privacy of student and educator information and content. This work will include initiatives that support the effective and responsible use of educational data across a number of initiatives. Privacy Compliance  
Privacy Best Practices Framework  
Advocacy  
Funding

#### Future Ready Schools Framework

##### Data and Privacy:

Data privacy and security are foundational elements of digital learning. The district ensures that sound data governance policies are enacted and enforced to ensure the privacy, safety, and security of confidential data sets. Such policies and procedures ensure that access to authorized persons is secure. Education professionals have a range of resources, trainings, and services available to build their awareness and capacity to implement such policies and procedures with precision.

The elements that comprise this Gear are as follows:

Data and Data Systems  
Data Policies, Procedures, and Practices  
Data-Informed Decision Making  
Data Literate Education Professionals

A personalized, learner-centered environment uses technology to collect, analyze, and organize data to provide continuous cycles of feedback to students, teachers and other education professionals, with the intent of increasing the depth, breadth, complexity, and efficiency of learning. All policies and practices ensure student data privacy.

#### *Action Plan for Goal Area 3*

Action Steps	Responsible Parties	Timeframe	Evidence
Utilize a SIS, LMS, and data warehouse for storing and accessing data.	<ul style="list-style-type: none"><li>• Director of Curriculum and Staff Development</li><li>• Director of Technology</li><li>• Principals</li><li>• Computer Education Content Coach</li></ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"><li>• PowerSchool SIS, Insights, and Learning</li><li>• PL activities</li></ul>

	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Students</li> </ul>		
Use CT laws on student data and privacy to create policies and procedures for the district.	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Director of Finance</li> <li>• Director of Curriculum and Staff Development</li> <li>• Director of Technology</li> </ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Contracts</li> <li>• Notifications</li> <li>• Website</li> </ul>
Continue to investigate evidence-based reasoning and data-driven decision-making, including training on using the data warehouse, Universal Assessment data, and SIS.	<ul style="list-style-type: none"> <li>• Director of Curriculum and Staff Development</li> <li>• Principals</li> <li>• Computer Education Content Coach</li> <li>• Teachers</li> </ul>	Ongoing Fall 2018 - Spring 2021	<ul style="list-style-type: none"> <li>• PowerSchool SIS, Insights, and Learning</li> <li>• PL activities</li> <li>• Atlas Curriculum Maps</li> <li>• STAR Data Coach</li> </ul>

## ***Appendix A: Technology Planning Resources***

### **Technology Planning Resources**

<b>Technology Planning Resources</b>	<b>Site</b>
CSDE Educational Technology Plan	<a href="http://www.ct.gov/ctedtech/lib/ctedtech/2017-18_Strategic_Plan_1-0.pdf">http://www.ct.gov/ctedtech/lib/ctedtech/2017-18_Strategic_Plan_1-0.pdf</a>
Future Ready Frameworks	<a href="https://futureready.org/">https://futureready.org/</a>
International Society for Technology Education	<a href="https://www.iste.org/">https://www.iste.org/</a>
National Educational Technology Plan	<a href="https://tech.ed.gov/netp/">https://tech.ed.gov/netp/</a>

## ***Appendix B: Available Technology***

### **Available Technology**

Location	Technology
District Office	17 PCs equipped with Microsoft Office and internet access. 3 Laptops equipped with Microsoft Office and internet access. 2 Chromebooks 2 Digital Lightboard
Amity Regional High School	510 PCs (teacher and student) equipped with Microsoft Office and internet access; at least one PC in each classroom; four open labs, two Business labs (Quickbooks), one CAD Lab (Autodesk Suite), one Science Lab, one Graphics lab (Adobe CS6), one Drafting/Engineering Lab (MasterCam, EnRoute), Music Lab (Finale). 50 Macs for Fine Arts: Video Lab, Photography Lab both equipped with Adobe CS6 6 Chromebook Carts with 29 devices/cart 76 SmartBoards 4 BrightLinks 5 3D Printers
Amity Middle School-Bethany	225 PC Labs equipped with Microsoft Office and internet access; at least one PC in each classroom; three open labs, one Music lab (Finale), one Science Lab, one Technology lab (Google Sketchup, VexOS, MakerBot), one Reading/Chinese Lab. 3 Chromebook Carts with 29 devices/cart 30 SmartBoards 6 BrightLinks 2 3D Printers
Amity Middle School-Orange	150 PCs equipped with Microsoft Office and internet access; at least one PC in each classroom; three open labs, one Music lab (Finale), one Technology lab (Google Sketchup), library media center with 28 PCs. 3 Chromebook Carts with 29 devices/cart 30 SmartBoards 6 BrightLinks 2 3D Printers



## Appendix C: Technology Five-Year Capital Improvement Plan

### Technology Five-Year Capital Improvement Plan

Line Item	Description	2017-2018 Budget	2018-2019 Forecast	2019-2020 Forecast	2020-2021 Forecast	2021-2022 Forecast	2022-2023 Forecast
<b>Day to day expense</b>							
1	Ink and Toner	\$50,514	\$11,514	\$12,000	\$12,000	\$12,100	\$12,100
2	Consultation fees and services	\$3,000	\$15,000	\$3,000	\$3,000	\$3,000	\$3,000
2	Training	\$7,275	\$7,275	\$7,000	\$7,000	\$7,000	\$7,275
3	Repairs and Maintenance	\$7,600	\$7,500	\$7,000	\$7,000	\$7,000	\$7,600
4	Travel	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5	Misc. supplies	\$23,881	\$21,652	\$25,000	\$27,000	\$27,000	\$23,881
	<b>Totals</b>	<b>\$93,470</b>	<b>\$64,141</b>	<b>\$55,200</b>	<b>\$57,200</b>	<b>\$57,300</b>	<b>\$55,056</b>
<b>Infrastructure</b>							
6	Servers	\$30,028	\$22,381	\$0	\$0	\$0	\$30,028
7	Switches	\$0	\$0	\$0	\$15,000	\$15,000	\$0
8	filter appliance	\$0	\$0	\$10,000	\$0	\$0	\$0
9	Wiring	\$0	\$0	\$500	\$0	\$0	\$0
10	Server / Storage Maint.	\$42,175	\$0	\$5,000	\$0	\$0	\$5,000
11	1:1 initiative wireless upgrades	\$0	\$16,700	\$10,000	\$10,000	\$10,000	\$0
	<b>Totals</b>	<b>\$72,203</b>	<b>\$39,081</b>	<b>\$25,500</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$35,028</b>
<b>New Programs</b>							
12	Handibot CNC machines for MSs		2	\$6,390	\$0	\$0	\$0
13	computer and brightlink for DC office AHS						
14	Digital Whiteboard Main Office conf rm AMSO		1	\$3,000			
15	Digital Whiteboard LMC AMSO		1	\$3,000			
16	AMSO video monitor for main office			\$300			
17	Transition program off-site computers		4	\$4,400			
18	Reading Lab High School	25	\$25,000	\$0	\$32,000	\$0	\$0
19	Transition program off-site digital whiteboard		1	\$3,000	\$0	\$0	\$0
20	1:1 initiative hardware			\$150,000	\$150,000	\$150,000	
	<b>Totals</b>	<b>\$25,000</b>	<b>\$170,090</b>	<b>\$182,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>
<b>New Hardware Existing Programs</b>							
21	SmartBoards/BrightLinks/InFocus High School	5	\$10,000	\$0	\$0	\$12,000	\$12,000
22	Epson BrightLinks Orange / Bethany	1	\$2,000	\$0	\$9,000	\$12,600	\$12,600
23	MS Surface 3s for AMSO & AMSB	4	\$2,600	\$800	\$0	\$0	\$0
24	Winbooks for AP CSP		\$0	10	\$5,000	\$0	\$0
25	Misc. (cameras for LMC, amso, amsb)	0	\$0	\$800	\$0	\$0	\$0
26	AHS Cad lab HP Z240		\$0	4	\$6,000	\$0	\$0
27	MacBook Pro for Media Ctr Orange	1	\$1,000	\$0	\$0	\$0	\$1,000
28	Printers Orange	1	\$500	\$0	\$0	\$0	\$0
29	Printers Bethany		\$0	\$0	\$0	\$0	\$0
30	MS Surface Pro 4 Athletics and AMSO LMC	2	\$2,200	\$0	\$0	\$0	\$2,200
31	PC for AHS rm 373		\$0	\$1,100	\$0	\$0	\$0
32	Chromebooks AMSB	88	\$26,400	\$0	\$0	\$0	\$0
33	Chromebooks AMSO	30	\$9,000	\$0	\$0	\$0	\$0
34	Chromebook carts	4	\$4,000	\$0	\$2,000	\$2,000	\$4,000
35	AHS Projectors for DC meeting rooms	2	\$1,000	\$3,100	\$0	\$0	\$0
36	Desktop for DC meeting rooms AHS	1	\$800	\$0	\$0	\$0	\$0
37	AMSO iPads for student use		\$0	\$0	\$0	\$0	\$0
38	AMSO computers for Tech ED		\$0	\$0	\$0	\$0	\$0
39	AMSB Music iPad Air 2	1	\$400	\$400	\$0	\$0	\$400
	<b>Totals</b>	<b>\$59,900</b>	<b>\$17,200</b>	<b>\$11,000</b>	<b>\$26,600</b>	<b>\$26,600</b>	<b>\$19,600</b>

	<b>Replacment Equipment</b>												
40	Computers HS	40	\$32,000	40	\$32,000	50	\$40,000	50	\$40,000	50	\$40,000	40	\$32,000
41	Computers Bethany	25	\$20,000	25	\$20,000	30	\$24,000	20	\$16,000	20	\$16,000	20	\$16,000
42	Computers Orange	25	\$20,000	25	\$20,000	20	\$16,000	30	\$24,000	30	\$24,000	20	\$16,000
43	AHS CAD lab computer upgrades		\$0		\$5,000		\$0		\$0		\$0		\$0
44	AHS data logic scanner		\$0		\$500		\$0		\$0		\$0		\$0
45	HS Tech Ed Graphics Lab	17	\$18,700		\$0		\$0		\$0		\$0		\$0
46	Computers for Bethany Tech Ed	17	\$13,600		\$0		\$0		\$0		\$0		\$0
47	Chromebook cart replacment for COW 6	1	\$1,000		\$0	1	\$1,000		\$0	1	\$1,000	1	\$1,000
48	Dolphin LMC inventory scanner	1	\$1,200		\$0		\$0		\$0		\$0	1	\$1,200
49	Monitors	20	\$3,000	20	\$3,000	15	\$3,000	20	\$4,500	20	\$4,500	20	\$3,000
50	Replacement Wireless "n" Access Points	5	\$3,000		\$0	5	\$3,000	5	\$3,000	5	\$3,000	5	\$3,000
51	SmartBoards / BrightLinks	6	\$12,300	5	\$10,000	7	\$14,000	7	\$14,000	7	\$14,000	6	\$12,300
52	Printers	4	\$2,000		\$0		\$0	5	\$1,500	5	\$1,500	4	\$2,000
53	iPads for replacment		\$0		\$0		\$0		\$0		\$0		\$0
54	AHS Admin laptops		\$0	4	\$4,000		\$0		\$0		\$0		\$0
55	AMSO LMC computers	15	\$12,000		\$0		\$0		\$0		\$0	15	\$12,000
56	LCD Data Projectors	20	\$10,000	20	\$10,000	5	\$2,500	5	\$2,500	5	\$2,500	20	\$10,000
	<b>Totals</b>		<b>\$148,800</b>		<b>\$104,500</b>		<b>\$103,500</b>		<b>\$105,500</b>		<b>\$106,500</b>		<b>\$108,500</b>
	<b>Software Licenses</b>												
57	CEN Fiber Service		\$68,400		\$45,600		\$45,600		\$45,600		\$45,600		\$45,600
58	District Systems		\$200,219		\$180,036		\$182,000		\$184,000		\$200,000		\$205,000
59	HS Reading		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800
60	Curriculum and Staff Development		\$16,900		\$17,050		\$20,000		\$20,000		\$20,000		\$16,900
61	AHS English		\$12,000		\$4,000		\$5,000		\$5,000		\$5,000		\$5,000
62	AMSO Music		\$500		\$500		\$1,000		\$1,000		\$1,000		\$1,000
63	AMSO & AMSB Tech Ed		\$0		\$0		\$500		\$500		\$500		\$0
64	AMSB Music		\$1,090		\$1,090		\$1,000		\$1,000		\$1,000		\$1,090
65	AHS Applied Education		\$6,685		\$7,100		\$7,300		\$7,500		\$7,500		\$7,800
66	AHS Math		\$900		\$900		\$1,000		\$1,000		\$1,000		\$1,000
67	AHS World Language		\$997		\$797		\$1,000		\$1,000		\$1,000		\$1,000
68	AMSO Media Center		\$4,175		\$4,375		\$4,500		\$5,000		\$5,000		\$5,000
69	AMSB Media Center		\$4,325		\$4,410		\$4,500		\$5,000		\$5,000		\$5,000
70	AHS Fine Arts		\$2,500		\$3,000		\$2,500		\$2,500		\$2,500		\$2,500
71	Pupil Services		\$1,875		\$1,875		\$2,000		\$2,000		\$2,000		\$2,100
72	Server backup service		\$7,788		\$7,788		\$7,788		\$7,788		\$7,788		\$7,788
	<b>Totals</b>		<b>\$330,154</b>		<b>\$280,321</b>		<b>\$287,488</b>		<b>\$290,688</b>		<b>\$306,688</b>		<b>\$308,578</b>
			2017-2018		2018-2019		2019-2020		2020-2021		2020-2021		2022-2023
	<b>Totals</b>		<b>\$729,527</b>		<b>\$675,333</b>		<b>\$664,688</b>		<b>\$654,988</b>		<b>\$522,088</b>		<b>\$526,762</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

**April 9, 2018**

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

**From: Charles Dumais, Ed.D., Superintendent of Schools**

**Re: Personnel Report**

 **NEW HIRES-CERTIFIED: NONE**

 **NEW HIRES-SUBSTITUTES: NONE**

 **NEW HIRES-CLASSIFIED:**

*John Reshotnik* – F/T Security Guard - Amity Regional High School, effective 04/09/2018

 **NEW HIRES-COACHES:**

*Thomas Tousignant* – Assistant Football Coach – Amity Regional High School, 2018 Fall Season

*Kevin Tousignant* – Assistant Football Coach – Amity Regional High School, 2018 Fall Season

*Patrick O'Rourke* – Assistant Football Coach – Amity Regional High School, 2018 Fall Season

*Adam Forstrom* – Softball Coach – Amity Middle School – Bethany, 2018 Spring Season

*Kaitlyn Hebert* – Girls Track & Field Co-Coach – Amity Middle School – Orange, 2018 Spring Season

*Jessica Lee* – Girls Track & Field Co-Coach – Amity Middle School – Orange, 2018 Spring Season

 **TRANSFERS: NONE**

 **RESIGNATION(S):**

*Christian Parisi* – Assistant Football Coach – Amity Regional High School, effective 03/14/2018

*Matthew Fallon* – Assistant Football Coach – Amity Regional High School, effective 03/14/2018

*Daniel Hemperly* – Assistant Football Coach – Amity Regional High School, effective 03/14/2018

*Christopher McWilliams* – F/T Security Guard – Amity Regional High School, effective 04/06/2018

*Gabe Helland* – F/T Chemistry Teacher – Amity Regional High School, effective 06/30/2018

*Dr. Charles Dumais* – Superintendent of Schools, effective 06/30/2018

 **RETIREMENT(S):**

*Barbara Haag* – F/T Science Teacher – Amity Middle School-Orange, effective 06/30/2018

# **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*

April 5, 2018

Dear Amity Board of Education,

It has been a pleasure to lead the Amity Regional School District for the past four years. Thank you for the opportunity to work with a talented and motivated group of teachers, staff, students, and families. It has been a wonderful professional experience that has helped me to develop and expand my skills and abilities, to establish and foster many strong relationships, and to have daily interactions with students and adults that keep me motivated to push for equity and excellence in our educational system.

The Board of Education has been highly supportive of establishing the best learning environment for the students of Amity, and I am confident that the initiatives and efforts that have been put in place will sustain the positive growth of the organization in the future.

I have been offered the opportunity to lead Cooperative Educational Services (the Fairfield County partner of ACES, EdAdvance, LEARN, CREC, and EASTCONN), and have chosen to resign from my position as superintendent of the Amity Regional School District effective June 30, 2018, and accept the position of C.E.S. Executive Director effective July 1, 2018. In this new position, I will be able to continue my work on instructional excellence in a role that allows me to work directly with superintendents, school districts, and communities to best address their unique educational needs while providing direct educational services to students from across seventeen districts.

With sincerity and gratitude,

A handwritten signature in blue ink, appearing to read "CDumais", is written over a light blue horizontal line.

Dr. Charles Dumais

**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 – April 2018

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**

**Meet the Leaders at School.** On Tuesday, April 3, 2018, Connecticut State Representative Themis Klarides visited Amity Regional High School to tape a session of “Meet the Leaders at School” for the cable company. Students in Critical Issues created questions for Rep. Klarides in advance and had the opportunity to ask their questions and engage in a dialogue about women in politics.

**Performance Assessment Design Initiative/Interdisciplinary Unit.** Teachers who have been participating in the Performance Assessment Design Initiative training put their planning in to action during the month of March. Students in Chef Hans’ Advanced Culinary class participated in a “Chopped Challenge” project that was video recorded by video production students to be aired through the high school website. Students in Tim Gaipa’s Creative Writing class performed a poetry slam that was also recorded by the video production students. Marissa Altimari (Spanish teacher) and Christina Ruenhorst (art teacher) collaborated to offer students the opportunity to research and learn about the Argentinian “Dirty War.”

**Evaluation and Supervision.** The Amity Teacher/Administrator Evaluation committee continues to work with CREC consultant Dr. Ellen Retelle to finalize changes to the current Amity Teacher and Administrator Evaluation Models. An introduction to the new plan for all staff will take place for all certified staff members on the May 21, 2018, minimum professional development day.

**District Committee.** Teacher/Administrator Evaluation Committee; SRBI/RTI Committee; District Steering, and District Reading met in the past month.

**Curriculum Articulation.** Science, Math, and Social Studies departments across the district met to coordinate curriculum, instruction, and assessment.

**Professional Development.** A full-day professional learning day occurred on March 29, 2018. All certified and classified staff participated in various sessions that included, but were not

limited to, 1:1 Introduction Training, Next Generation Science Standards Curriculum Writing Training, Physical and Psychological Training (PMT), and Childhood Trauma and Anxiety Strategies.

**Drama Production.** The Amity Middle School Orange Drama Club production of *The Music Man Jr.* was a huge success. More than sixty students participated in this year's musical.

**Student Led Conferences.** Dr. McPadden, Dr. Dellinger, and Mrs. Burke visited Hillcrest Middle School in Trumbull to observe students and parents participating in student led conferences. This research is being done to inform decisions regarding the implementation of student led conferences in both Amity middle schools.

**Winter Sports.** A total of 393 athletes competed on 17 teams and participated in a total of 287 games and meets this past winter. The boys basketball team competed in the state finals for the first time in school history, finishing as CIAC division II runner-ups. The dance team finished third in the Pom division and fourth in the Hip Hop Division at the New England Regionals in Vermont. The boys swimming and diving team completed an outstanding season breaking five school records this year. Todd Rainey was named Southern CT Conference (SCC) Division I Coach of the year for boys swimming & diving!

**70th Annual Connecticut Science and Engineering Fair.** Nine eighth grade Amity Middle School Bethany students received awards at the 70th Connecticut Science & Engineering Fair held March 12-18 at Quinnipiac University. Over 600 students and 400+ projects competed in the event and Ellina Medovnikov and Audrey Marin received first place in the Lockheed Martin Physical Sciences Middle School Team Award. A number of other AMSB students also received awards at the fair.

**UConn Student Writing Contest.** Eleven Amity Middle School Bethany students were selected as winners/honorable mentions for their writing or artwork by the 2018 CT Student Writer Competition sponsored by the UCONN Connecticut Writers Project. Connecticut Student Writers is a statewide magazine established in 1988 and published by the Connecticut Writing Project (CWP) at Storrs, in order to recognize excellence in student writing from grades Kindergarten through 12.

**Albertus Magnus College.** Mary Raiola and Patricia Fitzgerald met with the staff at Albertus Magnus College on March 28, 2018 to discuss the needs for our Transition Program as well as opportunities available on campus. They discussed potential vocational and social opportunities for our students. The Albertus Magnus Vice President for Enrollment Management met with parents here at Amity during a presentation of the curriculum to be used in the program.

**District Instructional Rounds.** Amity Middle School Orange hosted District Instructional Rounds on March 22, 2018. Dr. Marie Nabbout-Cheiban, Associate Dean of the School of Education at Southern Connecticut State University, participated in the event as part of our efforts to expand relationships with our local universities and share instructional strategies and knowledge.

## **Resources**

**BOWA Coordination.** BOWA Directors of Curriculum met in March to continue curriculum alignment discussion specifically related to the end-of-year grade six common math assessment and World Language.

**Perkins Grant Review.** The Connecticut State Department of Education completed the Perkins Grant Review Visit on March 23, 2018. This was the culmination of a year-long report compiled by the Career and Technology Education Department, and spear-headed by department chair Grace Loman. The visit resulted in numerous commendations and a few very good recommendations to help continue to move the programs forward. Amity receives roughly \$35,000 of Perkins Grant money every year.

**Security Training.** District security guards attended training on the district professional development day on March 29, 2018, with Steven Marans, who presented on *Working With Students and Families Dealing With Trauma and Anxiety*. They also attended an afternoon session on Physical/Psychological Management Training (PMT).

**Security Assessment.** A building security assessment is currently being coordinated with the State Police for Amity Middle School Bethany and the Orange Police Department for Amity Middle School Orange.

**Shared Services.** The District Technology Department began supporting the Town of Woodbridge on March 1, 2018. The IT staff has completed walkthroughs, set up a ticket reporting system, responded to work orders, and is preparing to inventory equipment. The District and the Woodbridge Board of Education are preparing a contract agreement for PowerSchool support provided by the District which will commence July 1, 2018.

**RFID Badges.** Shaun DeRosa is working with LifeTouch, the photography company for both middle schools, to create badges for students that would allow them to access copiers for print materials, scan card for lunch purchases, as well as serve as their student ID card. The Director of Technology is coordinating with the principals the best timeline to print and distribute the cards to the students.

**Green Leaf Schools.** The Director of Finance and Administration attended a Zero Waste Faire, a community event hosted by Wilton Go Green. Exhibits included reusing materials, handling food waste removal, composting methods, and organic gardening. Staff, students, and outside contractors participated. Information will be shared with our Green Leaf Teams in April.



## **Climate**

**STEAM Day.** Please mark your calendars for the Third Annual Amity STEAM Day on May 24, 2018. Amity hosts and presents this event, and we invite our Member Town fifth grade students to join us.

**Parent University.** In addition to the early sessions on Student Organization Skills, Unified Classroom, Chronic Absenteeism, Student Success Plans, *Courage to Speak*, Internet Safety, School Safety and Security, and Academic Integrity, we have scheduled sessions to cover various topics (as identified in the District Goals/Objectives) over the course of the year.

Date	Topic
May 8, 2018	Experiential Learning

**Motivational Speaker.** Chris Williams, a motivational speaker, addressed all students at Amity Middle School Bethany in the morning on Monday, March 19, 2018. Mr. Williams challenged students to “Harness Greatness” and to raise their performance by taking simple steps: staying positive, smiling, saying thank you, helping others, etc. He also worked with some selected students in the afternoon, more intently focusing on staying positive and motivated.

**Orientation.** Eighth grade students visited Amity Regional High School on the morning of March 12, 2018, for an orientation program. Parents attended an evening orientation program on March 20, 2018. Amity Regional High School counselors helped eighth grade students with their elective choices on March 27, 2018.

**Principal/Student Lunches.** Mrs. Burke and Dr. Dellinger continue to have lunch with small groups of eighth grade students. In addition to building positive connections with students, these informal lunches allow students to provide feedback regarding the strengths as weaknesses of their middle school experience.

**Advisory Committee.** Representatives from the middle school advisory committee visited the advisory program at Woodland High School and also the Spartan Seminar program at Amity Regional High School as part of their work in designing a program for the middle schools.

**Fan Bus.** In an effort to facilitate student support of the high school boys basketball team, the building and athletic administration organized a “Fan Bus” for students to take to the Boys Division II State Basketball Championships on March 18, 2018. About 35 students and 7 faculty members rode on the bus up to the championships. They were a part of a very large student section that turned up for the game.

**Character Education Assembly.** Amity Middle School Orange students attended an assembly to hear inspirational guest speaker David McCreary. Mr. McCreary has been performing comedy and magic for over twenty-five years. He has visited schools around the country performing magic and sharing motivational stories that encourage students to truly *Live More*.

**Door Decorating.** Amity Middle School Orange students showcased some of their favorite books by decorating classroom doors. This team building activity brought students together to select a favorite book, gather materials, and design a door that highlights the themes and important life lessons from their favorite books.

**St. Baldrick’s.** Amity Middle School Orange teachers, staff, students, community, and family members packed the gym to raise more than \$18,000 to fight childhood cancer. Area barbers and



hairstylists donated their time to shave heads and cut pony tails of over fifty participants. Entertainment was provided by Mulkerins' Irish Dance Studio.

**AMSO Parent Orientation.** On March 22<sup>nd</sup>, the AMSO guidance staff hosted a Parent Orientation for next year's 7<sup>th</sup> grade class. Several staff members were on hand to welcome parents and provide an overview of the middle school program. In addition, parents were given the opportunity to formally register in the Amity School District on Infosnap.

**Coach Education.** The athletic department held its annual CIAC Continuing Education Unit class for all coaches on March 10, 2018, focusing on *communication*.

**Amity in Action.** The annual *Amity in Action* district news report was created, printed, and distributed to each household in Bethany, Orange, and Woodbridge. The report highlights academics, athletics, and achievements in the arts in the Amity District.

### **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 **170** 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-mar-apr-2018>

**Superintendent Network.** As our teachers have engaged in Instructional Rounds, I have participated in Instructional Rounds with superintendents from across the state – most recently visiting the Naugatuck Middle School.

**Cooperative/Shared Services.** Explorations and negotiations are progressing on short term (information technology, facilities) and long term (special education, curriculum) opportunities for shared services. We have most recently reached a tentative agreement for providing PowerSchool support to Beecher Elementary School in Woodbridge.

**NEASC.** I recently participated on a New England Association of Schools and Colleges accreditation visit to Westhill High School, Stamford, CT, as Assistant Chairman.



*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.*

CLEAN

SAFE

HEALTHY

SCHOOLS

Amity Regional School  
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



## Amity Regional School District No. 5

### Facilities Department Monthly Report

#### Completed Projects:

- The mixing valve for the group shower area at Amity Regional High School stopped providing consistent temperatures. The plumbing contractor ordered a new valve, installed it, and calibrated it.
- One of the circulating pumps for the heating/cooling loop at Amity Middle School, Orange Campus, failed. Parts were ordered and the unit was rebuilt by in-house personnel.
- Several ballasts were replaced in lighting fixtures in the gymnasium at Amity Middle School, Orange Campus. This was done by in-house personnel.
- In-house personnel ran new wiring for an upgraded speaker communication system for the Amity Regional High School theater department. This will allow much better communication between the green room, dressing rooms, orchestra room, and the Black Box Theater.
- During one of the strong March storms, several trees fell or were damaged at both Amity Middle School, Bethany Campus and Amity Regional High School. Our tree contractor cut and removed the trees.
- The single door to the band room at Amity Middle School, Bethany Campus, was replaced with a double door to allow moving of musical equipment from the room to the stage safer and easier.
- The heavy snows of March caused some minor damage to snow removal equipment at all three schools. Repairs were made by in-house personnel.
- The HVAC unit that feeds the auto shop and the science wing at Amity Regional High School was rebalanced to prevent positive pressure from causing shop smells in the area.
- Several restroom fixtures at all three schools were repaired during the month by in-house personnel.

#### Projects in process:

- We are waiting for an appropriate time to perform a full PM on the main breakers at Amity Regional High School, which will require an extended power outage. This will be scheduled on a Saturday during the summer.

#### Outstanding issues to be addressed:

- None at this time.

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

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



To: Theresa Lumas, Director of Finance and Administration

From: Scott Cleary, Assistant Director of Finance and Administration

Date: March 31, 2018

Re: Health Food Certification Statement for July 1, 2018 June 30, 2019

Each year the Board of Education has to confirm its participation in the Health Foods program from the State of Connecticut. By participating in this program the District receives payments from the State. In the current fiscal year the District has received \$6,537. If the District does not participate in the program, it would not receive these funds. However, we would still be required to follow the same guidelines as they are issued from the federal government, which provides over \$100,000 of support to the nutrition program. I recommend the following motions for the Amity Finance Committee and Board of Education.

## **Amity Finance Committee:**

1. Motion to recommend to the Amity Board of Education to comply with Connecticut General Statutes Section 10-215f. and to authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 01, 2018 through June 30, 2019.
2. Motion to recommend that the Superintendent of Schools be authorized to sign Form ED-099, indicating that Amity Regional School District No. 5 will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that 1) such food is sold in connection with an event occurring after the end of regular school day or on the weekend, 2) such sale is at the location of the event, and 3) such food is not sold from a vending machine or school store.

## **Amity Board of Education:**

1. Motion by the Amity Board of Education to comply with Connecticut General Statutes Section 10-215f. and authorizes the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 01, 2018 through June 30, 2019.
2. Motion to authorize the Superintendent of Schools be authorized to sign Form ED-099, indicating that Amity Regional School District No. 5 will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that 1) such food is sold in connection with an event occurring after the end of regular school day or on the weekend, 2) such sale is at the location of the event, and 3) such food is not sold from a vending machine or school store.

# AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge  
25 Newton Road, Woodbridge Connecticut 06525



---

Theresa Lumas  
Director of Finance and Administration  
[terry.lumas@reg5.k12.ct.us](mailto:terry.lumas@reg5.k12.ct.us)

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

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

From: Theresa Lumas, Director of Finance and Administration

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

Date: April 3, 2018

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

## **1. Athletic Training Contract:**

The Amity Board of Education awarded the Athletic Training Contract to Rehabilitation Associates, Inc., which provides an Athletic Trainer with 'general liability and professional liability insurance for its services, including specifically all services of a certified athletic trainer'. We have been very satisfied with the performance of the Athletic Trainer provided by Rehabilitation Associates, Inc.

The contract has an automatic renewal clause so "Either party may cancel the renewal process by providing 30-days advanced written notice." The Board is asked to vote on the Athletic Training Contract no later than May of each year so the 30-days-advance written notice can be provided if and when the Board decides to terminate the contract. The annual fee for the 2017-2018 academic year is \$59,091. We agreed to a fee increase of 3.0% (\$1,772) subject to Board approval.

### **For Amity Finance Committee:**

*Move to recommend the Board authorize the Director of Finance and Administration to award the contract for all of the services of a certified athletic trainer to Rehabilitation Associates, Inc. of Fairfield, Connecticut, for the 2018-2019 academic year at the annual fee of \$60,863. The Board waives bidding this contracted service. The Board reserves the right to cancel the contract if Rehabilitation Associates, Inc. of Fairfield, Connecticut fails to perform in a satisfactory manner.*

### **For Amity Board of Education:**

*Move to authorize the Director of Finance and Administration to award the contract for all of the services of a certified athletic trainer to Rehabilitation Associates, Inc. of Fairfield, Connecticut, for the 2018-2019 academic year at the annual fee of \$60,863. The Board waives bidding this contracted service. The Board reserves the right to cancel the contract if Rehabilitation Associates, Inc. of Fairfield, Connecticut fails to perform in a satisfactory manner.*

## **2. HVAC Unit Replacement – AHS:**

Three proposals were received to replace air handler units 17 and 18, which serve the TEMC Lab at Amity Regional High School. These air handlers were installed in 1993 and have outlived their useful life. The Board designated remaining funds in the Capital and Nonrecurring Account from the recent bond project for these replacements. Three vendors submitted bids. Three alternate prices were requested to (1) replace an old exhaust fan serving the welding booth and add a VFD for energy efficiency, (2) demolish the old ductwork, and (3) replace the 1993 vintage isolation valves as part of the project if monies allowed. Total bid prices, including the alternates, range from \$140,045 to \$207,000. Tucker Mechanical, a division of EMCOR, of Meriden, CT was the low bidder. All references checked were very positive and a scope review was done with Tucker Mechanical to ensure all measures were accounted for. I recommend we award the contract to Tucker Mechanical, of Meriden, CT for the total amount of \$140,045.

### **For Amity Finance Committee:**

***Move to recommend the Board award the contract to replace air handler units 17 and 18, including three (3) alternate options for a total price of \$140,045 to Tucker Mechanical, a division of EMCOR in Meriden, CT.***

### **For Amity Board of Education:**

***Move to award the contract to replace air handler units 17 and 18, including three (3) alternate options for a total price of \$140,045 to Tucker Mechanical, a division of EMCOR in Meriden, CT.***

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**REVENUES AND EXPENDITURES**  
**FOR FY 2017-2018**

		<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>2016-2017</b>	<b>2017-2018</b>	<b>MAR '18</b>	<b>CHANGE</b>	<b>APR '18</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	MEMBER TOWN ALLOCATIONS	46,289,573	48,250,162	47,534,391	0	47,534,391	(715,771)	UNF
2	OTHER REVENUE	179,151	136,510	243,779	1,474	245,253	108,743	FAV
3	OTHER STATE GRANTS	1,012,502	0	715,771	0	715,771	715,771	FAV
4	MISCELLANEOUS INCOME	55,402	46,000	54,422	0	54,422	8,422	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	(128)	6,363	(128)	UNF
6	<b>TOTAL REVENUES</b>	<b>47,543,119</b>	<b>48,439,163</b>	<b>48,554,854</b>	<b>1,346</b>	<b>48,556,200</b>	<b>117,037</b>	<b>FAV</b>
7	SALARIES	24,458,195	25,474,101	25,413,507	(19,776)	25,393,731	(80,370)	FAV
8	BENEFITS	6,002,563	6,418,372	6,116,316	(142,690)	5,973,626	(444,746)	FAV
9	PURCHASED SERVICES	7,498,587	8,394,700	7,651,851	(17,799)	7,634,052	(760,648)	FAV
10	DEBT SERVICE	4,709,213	4,406,650	4,406,650	0	4,406,650	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,701,384	2,897,963	2,892,577	12,245	2,904,822	6,859	UNF
12	EQUIPMENT	180,929	322,392	322,392	0	322,392	0	FAV
13	IMPROVEMENTS / CONTINGENCY	62,460	367,000	347,200	(12,525)	334,675	(32,325)	FAV
14	DUES AND FEES	136,290	157,985	157,985	0	157,985	0	FAV
15	TRANSFER ACCOUNT	0	0	484,391	0	484,391	484,391	UNF
16	<b>TOTAL EXPENDITURES</b>	<b>45,749,621</b>	<b>48,439,163</b>	<b>47,792,869</b>	<b>(180,545)</b>	<b>47,612,324</b>	<b>(826,839)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>1,793,498</b>	<b>0</b>	<b>761,985</b>	<b>181,891</b>	<b>943,876</b>	<b>943,876</b>	<b>FAV</b>
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	0	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	<b>NET BALANCE / (DEFICIT)</b>	<b>1,793,498</b>	<b>0</b>	<b>761,985</b>	<b>181,891</b>	<b>943,876</b>	<b>943,876</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 2017-2018**

		<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>2016-2017</b>	<b>2017-2018</b>	<b>MAR '18</b>	<b>CHANGE</b>	<b>APR '18</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	9,437,981	9,495,632	9,354,768	0	9,354,768	(140,864)	UNF
2	ORANGE ALLOCATION	22,561,538	24,017,483	23,661,194	0	23,661,194	(356,289)	UNF
3	WOODBIDGE ALLOCATION	14,290,054	14,737,047	14,518,429	0	14,518,429	(218,618)	UNF
4	<b>MEMBER TOWN ALLOCATIONS</b>	<b>46,289,573</b>	<b>48,250,162</b>	<b>47,534,391</b>	<b>0</b>	<b>47,534,391</b>	<b>(715,771)</b>	<b>UNF</b>
5	ADULT EDUCATION	3,177	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	30,109	29,000	30,984	1,914	32,898	3,898	FAV
7	INVESTMENT INCOME	16,565	10,000	45,000	5,000	50,000	40,000	FAV
8	ATHLETICS	23,230	23,000	23,000	5,478	28,478	5,478	FAV
9	TUITION REVENUE	86,570	49,368	118,353	(12,218)	106,135	56,767	FAV
10	TRANSPORTATION INCOME	19,500	22,100	23,400	1,300	24,700	2,600	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	<b>OTHER REVENUE</b>	<b>179,151</b>	<b>136,510</b>	<b>243,779</b>	<b>1,474</b>	<b>245,253</b>	<b>108,743</b>	<b>FAV</b>
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,012,502	0	715,771	0	715,771	715,771	FAV
15	<b>OTHER STATE GRANTS</b>	<b>1,012,502</b>	<b>0</b>	<b>715,771</b>	<b>0</b>	<b>715,771</b>	<b>715,771</b>	<b>FAV</b>
16	RENTAL INCOME	19,988	21,000	21,000	0	21,000	0	FAV
17	INTERGOVERNMENTAL REVENUE	0	0	8,422	0	8,422	8,422	FAV
18	OTHER REVENUE	35,414	25,000	25,000	0	25,000	0	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	<b>MISCELLANEOUS INCOME</b>	<b>55,402</b>	<b>46,000</b>	<b>54,422</b>	<b>0</b>	<b>54,422</b>	<b>8,422</b>	<b>FAV</b>
21	<b>BUILDING RENOVATION GRANTS</b>	<b>6,491</b>	<b>6,491</b>	<b>6,491</b>	<b>(128)</b>	<b>6,363</b>	<b>(128)</b>	<b>UNF</b>
22	<b>TOTAL REVENUES</b>	<b>47,543,119</b>	<b>48,439,163</b>	<b>48,554,854</b>	<b>1,346</b>	<b>48,556,200</b>	<b>117,037</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 2017-2018**

		<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>2016-2017</b>	<b>2017-2018</b>	<b>MAR '18</b>	<b>CHANGE</b>	<b>APR '18</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	20,160,271	20,975,448	20,899,144	(12,510)	20,886,634	(88,814)	FAV
2	5112-CLASSIFIED SALARIES	4,297,924	4,498,653	4,514,363	(7,266)	4,507,097	8,444	UNF
3	<b>SALARIES</b>	<b>24,458,195</b>	<b>25,474,101</b>	<b>25,413,507</b>	<b>(19,776)</b>	<b>25,393,731</b>	<b>(80,370)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	333,749	353,376	356,892	0	356,892	3,516	UNF
5	5210-FICA - ER	272,102	277,127	280,361	0	280,361	3,234	UNF
6	5220-WORKERS' COMPENSATION	232,488	251,584	234,947	0	234,947	(16,637)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,820,370	4,369,049	4,071,810	(140,735)	3,931,075	(437,974)	FAV
8	5860-OPEB TRUST	157,272	105,537	105,537	0	105,537	0	FAV
9	5260-LIFE INSURANCE	42,163	44,211	44,211	(1,857)	42,354	(1,857)	FAV
10	5275-DISABILITY INSURANCE	9,276	9,373	9,733	(98)	9,635	262	UNF
11	5280-PENSION PLAN - CLASSIFIED	862,404	886,831	886,831	0	886,831	0	FAV
12	5281- DEFINED CONTRIBUTION RETIREMENT PLAN	48,776	54,384	59,093	0	59,093	4,709	UNF
12	5282-RETIREMENT SICK LEAVE - CERT	77,835	19,936	19,936	0	19,936	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	1,137	1,587	1,587	0	1,587	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	118,398	25,477	25,477	0	25,477	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	25,360	17,900	17,900	0	17,900	0	FAV
16	5291-CLOTHING ALLOWANCE	1,233	2,000	2,000	0	2,000	0	FAV
17	<b>BENEFITS</b>	<b>6,002,563</b>	<b>6,418,372</b>	<b>6,116,316</b>	<b>(142,690)</b>	<b>5,973,626</b>	<b>(444,746)</b>	<b>FAV</b>
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	19,287	15,500	20,500	0	20,500	5,000	UNF
19	5327-DATA PROCESSING	74,490	94,178	94,178	0	94,178	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	959,298	1,277,466	1,243,766	0	1,243,766	(33,700)	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	88,456	97,947	97,947	0	97,947	0	FAV
22	5510-PUPIL TRANSPORTATION	2,684,145	2,928,073	2,709,521	(1,934)	2,707,587	(220,486)	FAV
23	5521-GENERAL LIABILITY INSURANCE	217,543	234,767	234,767	0	234,767	0	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	134,313	172,374	144,934	0	144,934	(27,440)	FAV
25	5560-TUITION EXPENSE	3,235,655	3,486,509	3,018,352	(15,865)	3,002,487	(484,022)	FAV
26	5590-OTHER PURCHASED SERVICES	85,400	87,886	87,886	0	87,886	0	FAV
27	<b>PURCHASED SERVICES</b>	<b>7,498,587</b>	<b>8,394,700</b>	<b>7,651,851</b>	<b>(17,799)</b>	<b>7,634,052</b>	<b>(760,648)</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 2017-2018**

		<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>2016-2017</b>	<b>2017-2018</b>	<b>MAR '18</b>	<b>CHANGE</b>	<b>APR '18</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	1,249,213	821,650	821,650	0	821,650	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,460,000	3,585,000	3,585,000	0	3,585,000	0	FAV
30	<b>DEBT SERVICE</b>	<b>4,709,213</b>	<b>4,406,650</b>	<b>4,406,650</b>	<b>0</b>	<b>4,406,650</b>	<b>0</b>	<b>FAV</b>
31	5410-UTILITIES, EXCLUDING HEAT	669,181	681,950	666,564	0	666,564	(15,386)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	703,831	720,055	720,055	12,245	732,300	12,245	UNF
33	5611-INSTRUCTIONAL SUPPLIES	361,671	385,274	380,274	0	380,274	(5,000)	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	201,900	219,965	219,965	0	219,965	0	FAV
35	5620-OIL USED FOR HEATING	36,763	37,870	37,870	0	37,870	0	FAV
36	5621-NATURAL GAS	63,982	53,845	68,845	0	68,845	15,000	UNF
37	5627-TRANSPORTATION SUPPLIES	87,411	117,341	117,341	0	117,341	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	70,197	111,221	111,221	0	111,221	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	18,970	21,615	21,615	0	21,615	0	FAV
40	5690-OTHER SUPPLIES	487,478	548,827	548,827	0	548,827	0	FAV
41	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,701,384</b>	<b>2,897,963</b>	<b>2,892,577</b>	<b>12,245</b>	<b>2,904,822</b>	<b>6,859</b>	<b>UNF</b>
42	5730-EQUIPMENT - NEW	47,837	72,200	72,200	0	72,200	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	133,092	250,192	250,192	0	250,192	0	FAV
44	<b>EQUIPMENT</b>	<b>180,929</b>	<b>322,392</b>	<b>322,392</b>	<b>0</b>	<b>322,392</b>	<b>0</b>	<b>FAV</b>
45	5715-IMPROVEMENTS TO BUILDING	32,160	51,000	51,000	0	51,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	9,775	100,000	38,032	(12,525)	25,507	(74,493)	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(9,775)	0	42,168	0	42,168	42,168	UNF
46	5720-IMPROVEMENTS TO SITES	30,300	66,000	66,000	0	66,000	0	FAV
47	5850-DISTRICT CONTINGENCY	48,574	150,000	150,000	0	150,000	0	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(48,574)	0	0	0	0	0	FAV
48	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>62,460</b>	<b>367,000</b>	<b>347,200</b>	<b>(12,525)</b>	<b>334,675</b>	<b>(32,325)</b>	<b>FAV</b>
49	5580-STAFF TRAVEL	19,264	22,432	22,432	0	22,432	0	FAV
50	5581-TRAVEL - CONFERENCES	28,433	36,520	36,520	0	36,520	0	FAV
51	5810-DUES & FEES	88,593	99,033	99,033	0	99,033	0	FAV
52	<b>DUES AND FEES</b>	<b>136,290</b>	<b>157,985</b>	<b>157,985</b>	<b>0</b>	<b>157,985</b>	<b>0</b>	<b>FAV</b>
53	<b>5856-TRANSFER ACCOUNT</b>	<b>0</b>	<b>0</b>	<b>484,391</b>	<b>0</b>	<b>484,391</b>	<b>484,391</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>FAV</b>
55	<b>TOTAL EXPENDITURES</b>	<b>45,749,621</b>	<b>48,439,163</b>	<b>47,792,869</b>	<b>(180,545)</b>	<b>47,612,324</b>	<b>(826,839)</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 2017-2018**



**MARCH 2018**

**2017-2018 FORECAST**

**Potential Use of Unspent Fund Balance:**

*The Superintendent of Schools plans to ask the Amity Finance Committee and Amity Board of Education to set a District Meeting to propose a supplemental appropriation, up to 1%, \$484,391, of the operating budget, from the estimated fiscal year 2018 fund balance into the Reserve for Capital Nonrecurring Expenditures. The Amity Finance Committee and Amity Board of Education will be asked to consider this request at their September 2018 meeting.*

**OVERVIEW**

The projected unspent fund balance for this fiscal year is **\$943,876 FAV** (previously **\$761,985 FAV**), which appears on page 1, column 6, line 20.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is **\$117,037 FAV** previously **\$115,691 FAV**, which appears on page 2, column 6, line 22.

**LINES 1-4 on Page 2: TOWN ALLOCATIONS**

The adopted State budget left the Excess Cost grant intact. We are currently expecting to receive \$715,771 FAV for the year based on the December SEDAC-G report. The State will issue a partial payment (about 75%) of the funds at the end of February. The estimated reimbursement rate is 75% of actual costs incurred. Updated cost information is filed with the State in March so the June payments are recalculated. We do not know the actual reimbursement rate until payments are made and the rate fluctuates from February to June reimbursements. The Town allocations have been projected to be reduced by this revenue, **\$715,771 UNF**.

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

The forecast is based on projected State payments.

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

The budget is based on the expectation interest rates will remain steady and revenue will be at budget. *Forecast projects investment income will be \$40,000 FAV more than anticipated, previously \$35,000 FAV.*

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2017	0.395 %	0.930 %
August 2017	0.397%	1.050%
September 2017	0.397%	1.070%
October 2017	0.397%	1.150%
November 2017	0.397%	1.190%
December 2017	0.397%	1.240%
January 2018	0.395%	1.380%
February 2018	0.395%	1.410%
March 2018	0.396%	1.660%

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

The forecast is based on actual revenue collected.

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

The budget is based on three tuition students. The actual tuition charged is higher than budgeted. Three new tuition students enrolled in the District. The projected variance is **\$56,767 FAV** previously \$68,985 FAV. A student enrolled and requires additional services. A tuition student left the District in February. *A student gained resident status.*

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

The forecast is based on projected State payments for magnet school transportation only, **currently \$2,600 FAV, previously \$1,300 FAV.**

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

There were no funds budgeted on this line. The State budget proposed eliminating this grant and creating a new special education grant. The new special education grant is proposed as a direct payment to the member towns. The adopted State budget left the Excess Cost grant intact. We are currently expecting to receive \$581,396 FAV for the year based on the December SEDAC-G report. The State will issue a partial payment (about 75%) of the funds at the end of February. The estimated reimbursement rate is 75% of actual costs incurred. Updated cost information is filed with the State in March so the June payments are recalculated. We do not know the actual reimbursement rate until payments are made and the rate fluctuates from February to June reimbursements. The Town allocations have been projected to be reduced by this revenue. The current projection for Excess Costs is **\$715,771 FAV**. This is based on a 73% reimbursement rate. The District expects 75% of the payment at the end of February and will adjust the towns allocation for March. The final excess cost payment in May/June is expected to vary from current projections.

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

The forecast is based on a historical analysis.

**LINE 17 on Page 2: INTERGOVERNMENTAL INCOME:**

The forecast is based on a the shared services agreement with the Town of Woodbridge for technology services beginning March 1, 2018, \$8,422 FAV.

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

The forecast assumes the account will be on target.

## **EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is **\$826,839 FAV previously \$646,294 FAV**, which appears on page 4, column 6, line 55.

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

***The current forecast projects \$88,814 FAV variance, previously \$76,304 FAV variance.*** Unpaid leaves of absences account for \$19,877 FAV and approximately \$15,000 FAV in staff changes. Adjustments to tutoring needs and additional consumer science lab time offered account for the October change. Unpaid leaves account for \$6,000 FAV and lower than anticipated summerwork estimates \$11,000 FAV are included in the analysis. Long term substitute costs are anticipated to increase by \$10,377 UNF. The forecast includes a savings of \$23,876 from a mid-year retirement. ***Also, \$12,510 FAV from unfilled assistant coaching positions at the middle school.***

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

***The current forecast projects \$7,266 UNF variance, previously \$15,710 UNF variance due to adjusting overtime edstimates and unpaid leave time.*** Overtime adjustments account for the \$8,067 UNF change and \$12,000 increased substitute costs to cover long term leaves, and \$9,437 for increased health insurance buyout payments.

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

The forecast is based on the current staff.

### **LINE 6: 5220 on Page 3-WORKERS' COMPENSATION:**

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be as budgeted. Member equity distribution received for \$19,598 FAV. Workers' compensation payroll audit was \$7,961 which is \$2,961 UNF overbudget.

### **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 for claims and fees is \$901,782 FAV, previously \$824,590 FAV.*** \$458,962 UNF is projected to be transferred to insurance fund to offset the 2018-2019 budget and to increase the reserve to 25%. ***A balance of \$437,974 FAV, (previously \$297,239 FAV) is forecasted for the medical account.***

### CLAIMS OF CURRENT EMPLOYEES AND RETIREES

<b>MONTH</b>	<b>2017-2018 ACTUAL</b>	<b>2017-2018 BUDGET</b>	<b>VARIANCE</b>	<b>2016-2017 ACTUAL</b>	<b>2015-2016 ACTUAL</b>
<i><b>JUL</b></i>	\$ 254,849	\$ 376,127	\$ (121,278)	\$ 309,902	\$ 424,798
<i><b>AUG</b></i>	\$ 374,433	\$ 376,127	\$ (1,695)	\$ 466,996	\$ 298,314
<i><b>SEP</b></i>	\$ 219,176	\$ 376,127	\$ (156,951)	\$ 250,040	\$ 311,187
<i><b>OCT</b></i>	\$ 271,340	\$ 376,127	\$ (104,787)	\$ 250,625	\$ 316,592
<i><b>NOV</b></i>	\$ 353,747	\$ 376,127	\$ (22,380)	\$ 307,308	\$ 382,903
<i><b>DEC</b></i>	\$ 318,839	\$ 376,127	\$ (57,288)	\$ 482,363	\$ 416,646
<i><b>JAN</b></i>	\$ 191,730	\$ 376,127	\$ (184,397)	\$ 178,047	\$ 382,654
<i><b>FEB</b></i>	\$ 172,313	\$ 376,127	\$ (203,814)	\$ 308,703	\$ 253,140
<i><b>MAR</b></i>	\$ 288,923	\$ 376,127	\$ (87,204)	\$ 282,399	\$ 360,554
<i><b>APR</b></i>	\$ 376,127	\$ 376,127	\$ -	\$ 219,690	\$ 479,532
<i><b>MAY</b></i>	\$ 376,127	\$ 376,127	\$ -	\$ 449,993	\$ 370,820
<i><b>JUN</b></i>	\$ 376,127	\$ 376,127	\$ -	\$ 301,248	\$ 320,630
<b>TOTALS</b>	<b>\$ 3,573,730</b>	<b>\$4,513,524</b>	<b>\$ (939,794)</b>	<b>\$3,807,314</b>	<b>\$4,317,770</b>

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

<b>2014-2015 ACTUAL</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 BUDGET</b>	<b>2017-2018 FORECAST</b>
87.3%	99.9%	85.2%	100.0%	<b>79.2%</b>

**Note:** 2017-2018 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.

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

<b>MONTH</b>	<b>2017-2018 ACTUAL</b>	<b>2017-2018 BUDGET</b>	<b>VARIANCE</b>	<b>2016-2017 ACTUAL</b>	<b>2015- 2016 ACTUAL</b>
<i><b>JUL</b></i>	<i><b>\$ 84,939</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ 24,400</b></i>	<i><b>\$ 79,407</b></i>	<i><b>\$ 95,297</b></i>
<i><b>AUG</b></i>	<i><b>\$ 96,820</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ 36,281</b></i>	<i><b>\$ 101,465</b></i>	<i><b>\$ 87,514</b></i>
<i><b>SEP</b></i>	<i><b>\$ 73,886</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ 13,347</b></i>	<i><b>\$ 75,692</b></i>	<i><b>\$ 73,583</b></i>
<i><b>OCT</b></i>	<i><b>\$ 85,237</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ 24,698</b></i>	<i><b>\$ 80,902</b></i>	<i><b>\$ 76,154</b></i>
<i><b>NOV</b></i>	<i><b>\$ 58,958</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ (1,581)</b></i>	<i><b>\$ 46,802</b></i>	<i><b>\$ 41,351</b></i>
<i><b>DEC</b></i>	<i><b>\$ 45,657</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ (14,882)</b></i>	<i><b>\$ 42,983</b></i>	<i><b>\$ 40,224</b></i>
<i><b>JAN</b></i>	<i><b>\$ 45,850</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ (14,689)</b></i>	<i><b>\$ 41,762</b></i>	<i><b>\$ 29,552</b></i>
<i><b>FEB</b></i>	<i><b>\$ 45,666</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ (14,873)</b></i>	<i><b>\$ 42,203</b></i>	<i><b>\$ 38,454</b></i>
<i><b>MAR</b></i>	<i><b>\$ 45,850</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ (14,689)</b></i>	<i><b>\$ 42,080</b></i>	<i><b>\$ 39,472</b></i>
<i><b>APR</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ -</b></i>	<i><b>\$ 42,032</b></i>	<i><b>\$ 39,177</b></i>
<i><b>MAY</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ -</b></i>	<i><b>\$ 42,101</b></i>	<i><b>\$ 28,560</b></i>
<i><b>JUN</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ 60,539</b></i>	<i><b>\$ -</b></i>	<i><b>\$ 41,807</b></i>	<i><b>\$ 28,670</b></i>
<i><b>TOTALS</b></i>	<i><b>\$ 764,480</b></i>	<i><b>\$ 726,468</b></i>	<i><b>\$ 38,012</b></i>	<i><b>\$ 679,235</b></i>	<i><b>\$ 618,008</b></i>

**LINE 9 on Page 3: 5260-LIFE INSURANCE:**

The forecast is based on the current staff.

**LINE 10 on Page 3: 5275-DISABILITY INSURANCE:**

The forecast is based on the current staff. The forecast projects \$360 UNF after the policy was updated with current staffing and coverages.

**LINE 11 on Page 3: 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 Association (ICMA-RC) was selected to administer the plan. The current forecast projects the District's contribution will be on over budget by \$4,709 UNF.

**LINE 18: on Page 3 5322-INSTRUCTIONAL PROGRAM IMPROVEMENT:**

The forecast reflects a requested budget transfer of \$5,000 UNF from instructional supplies to cover costs to revise the Teacher/Administrator Evaluation Plan.

**LINE 20: on Page 3 5330-PROFESSIONAL TECHNICAL SERVICES:**

*Legal costs are projected to be on budget at this point. Administrative legal services are \$6,585 YTD, Board directed legal services are \$1,372 YTD, Negotiation legal services are \$31,407 YTD, Personnel legal services are \$ 126 YTD and Special Education legal services are \$25,923 YTD. District staff has provided much of the vocational skill training for transition students so we have spent less on contracted services, \$25,000 FAV, less interns than projected is \$52,000 FAV, increased services for hearing impaired, \$13,500 UNF and \$19,800 UNF for electrical engineering study on failing breaker.*

**LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:**

Special Education Transportation is a projected variance of **\$220,486 FAV (previously \$218,552 FAV)**. The forecast is based on the current transportation needs of the students. The actual runs needed in September were less than anticipated with one less special run, and one shorter run is shared with one of the member towns. The forecast includes combining two runs mid-October as well. There continue to be changes throughout the year.

**LINE 24 on Page 3: 5550-COMMUNICATIONS, TEL, POSTAGE:**

The State of CT is not billing the District separately for Bethany Middle School as we were told last year. Bethany Middle School and Amity High School are billed as one entity. Our e-rate application for the current budget year was approved and we began receiving discounted invoices. \$27,440 FAV.

**LINE 25 on Page 3: 5560-TUITION EXPENSE:**

Tuition has a projected variance of **\$484,022 FAV (previously \$468,157)**. 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 **\$17,082 UNF previously \$17,082 UNF**. Vo-Ag Enrollment is up by two students. Magnet/Charter school enrollment is up by 1 student. Additional services are required for a special needs student.

	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 ACTUAL</b>	<b>FY17-18 BUDGET</b>	<b>FY17-18 FORECAST</b>
Sound	7	5	4	3	5	<b>4</b>
Trumbull	2	2	3	3	4	<b>6</b>
Nonnewaug	2	1	3(5) <sup>a</sup>	3	3	<b>4</b>
Common Ground Charter HS	0	1	1	1	0	<b>0</b>
ACES Wintergreen Magnet	1	0	0	0	0	<b>0</b>
King Robinson Magnet	0	0	1	1	0	<b>0</b>
Engineering Science Magnet	0	0	0	0	1	<b>1</b>
Highville Charter School	0	0	0	0	0	<b>1</b>
<b>Totals</b>	<b>12</b>	<b>9</b>	<b>12(14)</b>	<b>15</b>	<b>13</b>	<b>16 (16)</b>

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

ECA has a projected variance of **\$11,500 FAV previously \$11,500 FAV** due to lower enrollment. One additional student was enrolled from the wait list.

	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 BUDGET	FY17-18 FORECAST
ECA	26	26	22	15	21	19(19)

Public (ACES) and private out-of-district placements has a projected variance **of \$489,604 FAV previously \$473,739 FAV**. An outplaced student moved out of the District and another outplaced student returned to the District. Another student returned to the District from outplacement. **Forecast changes reflect changes in services to students.**

	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 BUDGET	FY17-18 FORECAST
Public SPED	6	10	6	8	8	10
Private SPED	25	24	26	27	26	20(21)
Totals	31	34	32	35	34	30(31)

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

The 2017-2018 budget for electricity assumes the use of 3,683,126 kilowatt hours at an average price of \$0.16262 per kilowatt hour, or a cost of \$598,950.

**ELECTRICITY (KILOWATT HOURS)**

MONTH	2017-2018 FORECAST	2017-2018 BUDGET	VARIANCE	2016-2017 ACTUAL	2015-2016 ACTUAL
<b>JUL</b>	<b>259,046</b>	341,940	<b>(82,894)</b>	308,892	339,296
<b>AUG</b>	<b>286,777</b>	361,857	<b>(75,080)</b>	363,040	374,855
<b>SEP</b>	<b>285,740</b>	356,339	<b>(70,599)</b>	336,638	361,951
<b>OCT</b>	<b>280,876</b>	298,918	<b>(18,042)</b>	280,809	293,904
<b>NOV</b>	<b>259,631</b>	289,527	<b>(29,896)</b>	283,913	276,758
<b>DEC</b>	<b>272,198</b>	290,763	<b>(18,565)</b>	271,495	269,037
<b>JAN</b>	<b>266,633</b>	300,469	<b>(33,836)</b>	271,495	273,192
<b>FEB</b>	<b>267,529</b>	306,991	<b>(39,462)</b>	281,139	291,283
MAR	304,483	304,483	-	274,324	297,274
APR	301,956	301,956	-	271,093	276,797
MAY	326,836	326,836	-	290,167	300,487
JUN	333,901	333,901	-	270,748	296,170
Totals	<b>3,445,606</b>	<b>3,813,980</b>	<b>(368,374)</b>	<b>3,503,753</b>	<b>3,651,004</b>

**Note: 2017-2018 Actual Kilowatt Hours shown in bold italics.**

The budget assumes there will not be a Load Shed credit. There has been one load shed event so far this summer. **Three checks totaling \$6,976 were received for the load shed events.** To date we have used 2,263,305 KWH at an average cost of \$0.1621/kwh. The forecast projects a surplus of \$15,538 FAV previously, \$12,181 FAV. We are requesting a budget transfer to the natural gas account this month.



The budget for propane is \$3,000. The forecast is \$ 500 or \$2,500 FAV under budget.

Sewer costs are budgeted at \$36,000, our estimated total payments will be **\$37,052 or \$1,052 UNF.**

#### DEGREE DAYS

*There are 3,620 degree days through March 2018 as opposed to 3,606 last year.*

#### **LINE 31 on Page 4: 5420-REPAIRS:**

*Budget for the year is \$67,500. Snow removal and sanding through March total \$72,025. A transfer is requested to cover this shortfall.*

#### **LINE 36 on Page 4: 5621-NATURAL GAS:**

Budget for the year is \$53,845. Due to the extended down time of the heat exchanger at Amity High School, our boilers and hot water boiler ran on our gas usage through the end of December. In addition, it has been a colder winter. The forecast projects being over budget by \$11,982. UNF. A budget transfer was approved last month from electricity for \$15,000 to cover the shortfall.

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

The facilities contingency has a budget of \$100,000. The projection is that these funds will be entirely used or appropriated to the Capital Reserve Account. The current balance is \$100,000. Current balance is projected is **\$38,032.**

The Board approved a transfer of \$19,800 at its December 2017 meeting for a Short Circuit and Coordination (SC&C) Study and Arc Flash Hazard Analysis for Amity High School. One of our main electrical panels tripped during the Micro Grid testing. This study will provide the data necessary to test and calibrate the breaker.

A budget transfer was approved for the installation of an above ground heating supply line at Amity High School. A leak was detected in an underground water line in November. Further testing revealed it was the supply line. The area is congested with many mechanicals and an above ground solution was determined to be appropriate. F+F Mechanical completed the work in November at a total cost of \$42,167.03.

The Board approved a transfer of \$19,800 at its December 2017 meeting for a Short Circuit and Coordination (SC&C) Study and Arc Flash Hazard Analysis for Amity High School. One of our main electrical panels tripped during the Micro Grid testing. This study will provide the data necessary to test and calibrate the breaker.

*The forecast includes two budget transfer requests. The first is to cover the sanding and snow removal charges through March which have exceeded the budget of \$67,500 by \$4,525 UNF. The second request is for additional repairs at Bethany Middle School, \$8,000 UNF. A hot water mixing valve needed replacement as did insulation on an HVAC rooftop unit. The insulation was damaged last fall and patched, however it is now being replaced because wet areas have detected. A claim was filed with our insurance provider and we are hoping some of the insulation costs can be recouped.*

**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 \$150,000.

**The Board has approved the cost of issuance can be paid from contingency. The current estimate is \$85,000. A transfer will be requested after the refinancing is complete in April.**

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

The forecast includes a supplemental appropriation to the Capital and Nonrecurring Fund of 1% of the current operating budget, or \$484,391 UNF. The administration will request a District Meeting be held in September 2018 for approval of the supplemental appropriation.

## APPENDIX A

### COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2017-2018

---

**TOTAL ANNUAL SAVINGS TO-DATE OF:     \$29,753**

---

**\$13,930 Cable Advisory Grant:** One of the high school teachers, Jeremy Iverson, applied for and received a grant from Cable Advisory Grant. 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.

**\$7,483 Library Media Center – Amity Regional High School:** The Library Media Specialist, Robert Musco has develop several procedures to keep the library media center current while maximizing the budget dollars and generating additional funds to support the library media center. Unused assets, such as card catalog cabinets, microfiche machines, and music CDs are offered for sale (\$450). Inexpensive electronic devices that fail within in a 3-year period are credited back to our account by Amazon. Periodicals that are not utilized or available online are not purchased, reducing subscriptions from over 40 down to 21 and saving over \$1,000. The staff monitors and develops procedures to control losses which increased the recovery rate of library media materials (\$5,833). Purchased used books whenever possible.

**\$700 Online training:** Three staff members, Katie McGonigal, Kristin Yeakel, and Lisa Lassen decided to use the free online training and their own collaboration to complete the training needed to prepare for the Google Educator Level 2 exam. They also choose a day where coverage was not needed for Katie and minimal coverage was needed for Kristin, an additional savings. All three passed the Google Educator Level 2 exam, a grueling three hour exam. Their Google Certification specifically states, we have “demonstrated the advanced knowledge, skills, and competencies needed to implement and integrate Google for Education tools.”

Cost savings: \$150 per person workshop fee + mileage + 1.5 subs

**\$5,000 Technology equipment:** The technology department recently installed wireless cameras and microphones in the District Presentation Room. The microphones were repurposed from child development room at the high school, saving \$2,000. The computer and software to monitor the cameras and project the meetings is shared with the high school productions class, avoiding new costs of \$3,000.

**\$150 Record board:** Mr. DeFeo, one of the Technology Ed teachers worked with Mr. Goodwin, the Athletic Director, to update the record board at the Orange Pool. The update was integrated into the curriculum and saved the District \$150. The update was done in a much shorter timeframe, and can be done on an as needed basis.

**\$540 Communications:** Cell phone usage was reviewed and based on actual usage, the Director of Facilities recommends decreasing our monthly minute allowance. This is projected to be an annual savings of \$540.

**\$1,950 Repairs:** *We received quotations from Hungerford's to perform two repairs of items that were discovered during their quarterly inspections of our water and sewer systems. The heater in the sewage ejection pit at Amity Middle School, Orange Campus was malfunctioning. The quote for replacement was \$1,085. We were able to do it in-house for \$650, thus saving \$435. The dewatering system under the stage in the auditorium at Amity Regional High School had developed a leak in the tee on the discharge line. The quote to repair the piping was \$1,680. We were able to do the repair in-house for \$165, thus saving \$1,515.*

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/boe/sub-committees/finance-committee>
- **District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies**  
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- **Fiscal Year 2016-2017 – \$595,302** <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- **Fiscal Year 2015-2016 – \$125,911** <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- **Fiscal Year 2014-2015 – \$139,721** <http://www.amityregion5.org/boe/sub-committees/finance-committee>

## 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).

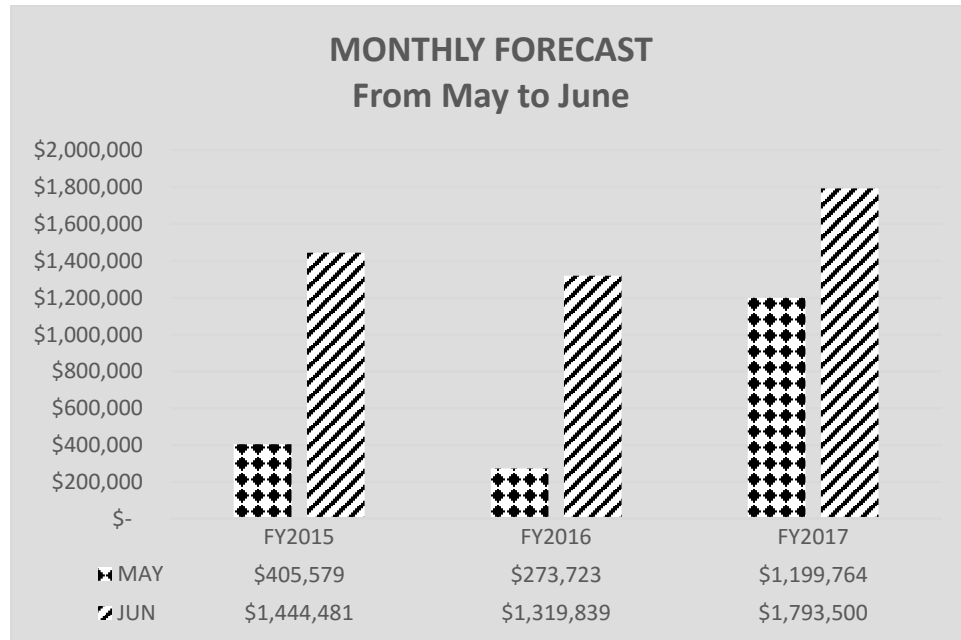
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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.

### 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.

#### **FY2017:**

The audited fund balance for 2016-2017 is \$1,793,498. The monthly forecast for May projected a fund balance of \$1,199,764, which included \$345,000 for Capital Reserve. The change is \$593,736 higher than the prior month's forecast.

- **\$231,098:** 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.

- **\$129,651:** 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. Interns were fewer than budgeted. Less than anticipated need for psychiatric consults and other consultants at PPTs. Transportation for field trips, athletics contests, and special education were lowered than expected.
- **\$76,592:** Supply accounts were under budget. These accounts include general instructional supplies, texts, library materials, transportation and maintenance supplies, and repair and maintenance accounts. Staff monitor budgets closely during the year and spend very conservatively. The staff does not attempt to “zero out” accounts but purchase what is needed at the best possible price.
- **\$54,302:** Utilities expenses were lower than anticipated. Electricity usage was lower than forecasted. The final invoice comes in July and the cooler temperatures saved on air conditioning costs. Fuel for bus drivers was not fully expended. Bus drivers have until June 30<sup>th</sup> to take fuel and the towns bill in the next 4 -6 weeks. Not all the fuel was taken though the forecast assumed all fuel would be used.



## APPENDIX C

### **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**

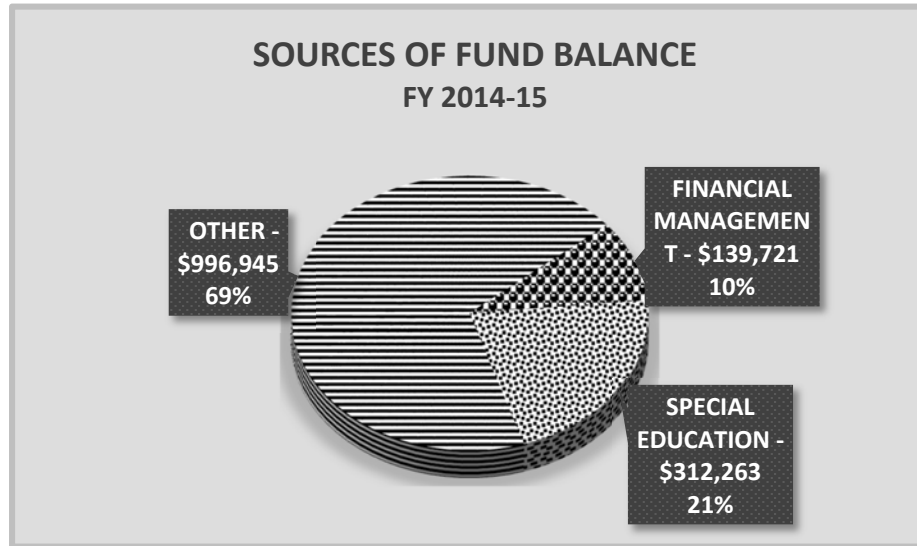
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

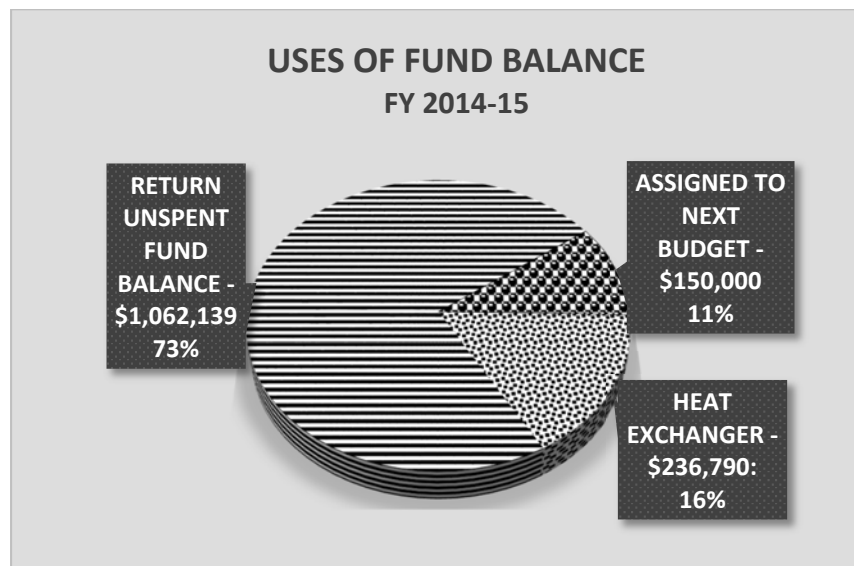
The primary sources of the fund balance are shown graphically below:



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 has 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 D

### 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.

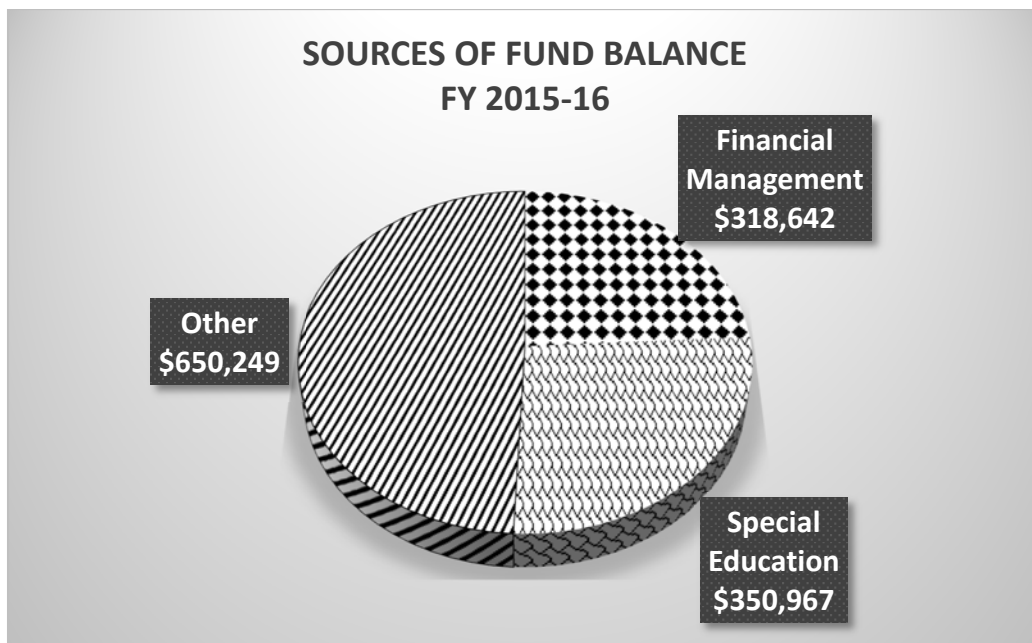
**\$30,315:** The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

**\$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.

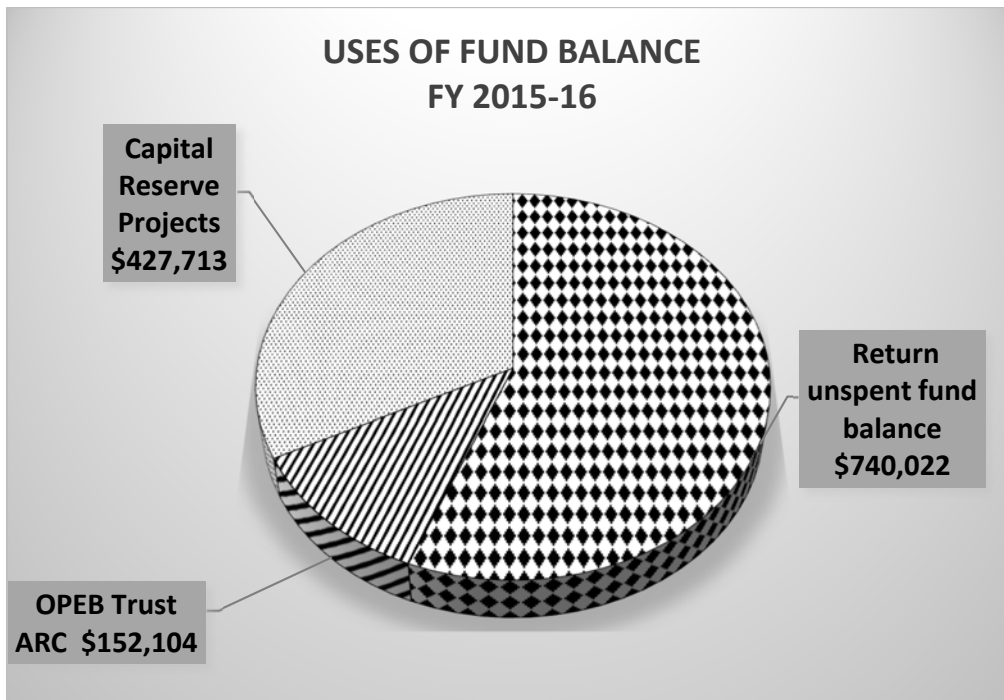
**\$42,438:** Transportation costs were less for athletics and less diesel fuel was used for all bus services than anticipated.

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	<u>\$ 220,408</u>
<b>Total</b>	<b>\$ 740,022</b>

## APPENDIX E

### RECAP OF 2016-2017

#### **Return Unspent Fund Balance:**

*The cancellation of 2015-2016 encumbrances of \$25,133 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 2016-2017, the funds will be returned.*

<i>Bethany</i>	<i>\$ 5,232</i>
<i>Orange</i>	<i>\$ 12,415</i>
<i>Woodbridge</i>	<i><u>\$ 7,486</u></i>
<i>Total</i>	<i><u>\$ 25,133</u></i>

The audited fund balance for 2016-2017 is \$1,793,498. These source of the available funds are described below.

#### **FINANCIAL MANAGEMENT:**

**\$ 246,520**

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$55,152. Utilities for electricity, heating oil and natural gas were below budget by \$191,368 due to many conservation efforts and price negotiations.

#### **SPECIAL EDUCATION (NET)**

**\$ 477,890**

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. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. 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. Expenses were down \$790,238 which reduced revenue by \$477,890. The budget forecasted 70% reimbursement rate and the final rate was 76.9%.

#### **SALARIES, MEDICAL, PURCHASED SERVICES (OTHER):**

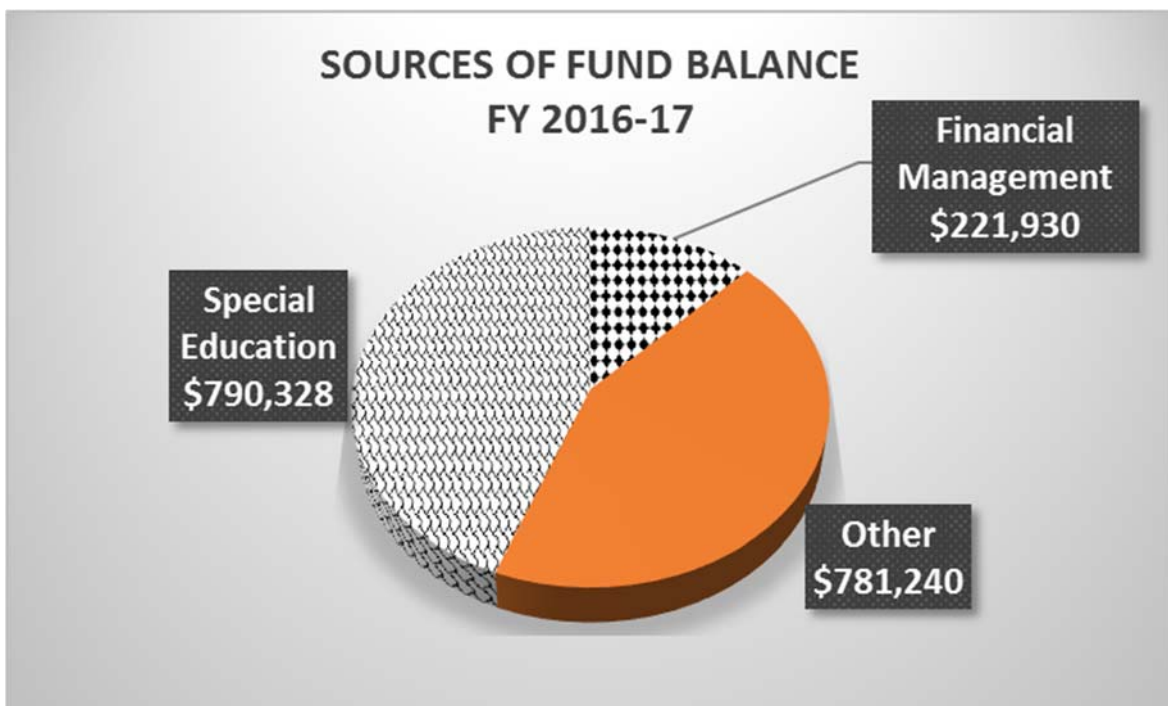
**\$ 756,654**

**\$230,437 SALARIES (OTHER):** "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.

**\$351,480 MEDICAL (OTHER):** The net balance of the medical account was under budget. Claims and fees were lower than budgeted. The savings was offset by other components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

**\$113,767 PURCHASED SERVICES (OTHER):** 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.

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

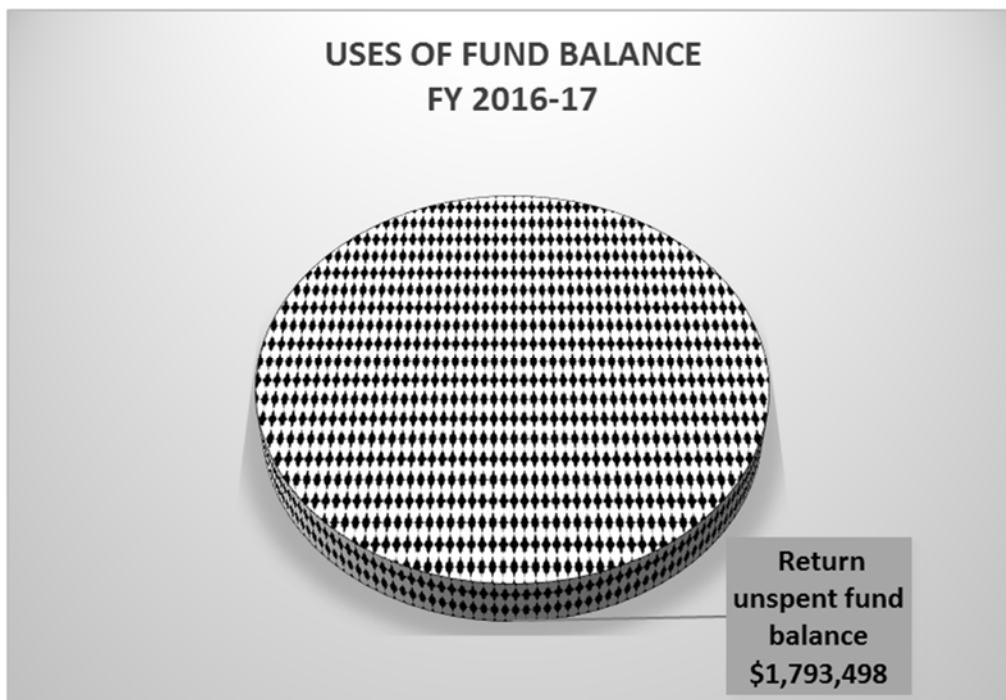




The Board of Education approved uses of the fund balance are, as follows:

1. **\$1,793,498** - Return of unspent fund balance per audit.

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	\$ 365,676
Orange	\$ 874,151
Woodbridge	<u>\$ 553,671</u>
<b>Total</b>	<b>\$1,793,498</b>

Amity Regional School District No. 5 - Budget Transfers 2017-2018

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
August 2017	137	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -2,483.74	REVISED AP ART NEEDS NEW TXTBK
August 2017	137	03111001	5641	TEXTBOOKS	\$ 2,483.74	REVISED AP ART NEEDS NEW TXTBK
September 2017	3	03113202	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -2,100.00	Steel Volleyball Upright
September 2017	3	03113202	5731	EQUIPMENT - REPLACEMENT	\$ 2,100.00	Steel Volleyball Upright
September 2017	94	05142700	5512	VO-AG/VO-TECH REG ED	\$ -77.00	TRANSPORTATION ECA
September 2017	94	05142700	5515	OUT DISTRICT - PUBLIC REG ED	\$ 77.00	TRANSPORTATION ECA
September 2017	109	03111009	5641	TEXTBOOKS	\$ -1,020.00	COMPUTER COST INCREASE-CDW
September 2017	109	05142350	5690	OTHER SUPPLIES	\$ 1,020.00	COMPUTER COST INCREASE-CDW
September 2017	121	04132190	5590	OTHER PURCHASED SERVICES	\$ -275.00	TESTING MATERIALS
September 2017	121	04132140	5690	OTHER SUPPLIES	\$ 275.00	TESTING MATERIALS
September 2017	304	03113202	5690	OTHER SUPPLIES	\$ -296.00	wires for field speakers
September 2017	304	03142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ 296.00	wires for field speakers
October 2017	41	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -354.00	SCHOOLDUDE
October 2017	41	05142600	5690	OTHER SUPPLIES	\$ 354.00	SCHOOLDUDE
October 2017	228	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -138.00	CHROME APPS
October 2017	228	04121200	5690	OTHER SUPPLIES	\$ 138.00	CHROME APPS
November 2017	271	03111003	5581	TRAVEL - CONFERENCES	\$ -195.00	FBLA dues Required by perkins
November 2017	271	03111003	5810	DUES & FEES	\$ 195.00	FBLA Dues Required by perkins
November 2017	51	03132220	5810	DUES & FEES	\$ -251.00	Replacement Chairs
November 2017	51	03132220	5690	OTHER SUPPLIES	\$ 251.00	Replacement Chairs
November 2017	52	04122150	5611	INSTRUCTIONAL SUPPLIES	\$ 6.00	Shipping Costs
November 2017	52	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -6.00	Shipping Costs
November 2017	96	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -1,200.00	REPLACE POTTERY WHEEL
November 2017	96	03111001	5731	EQUIPMENT - REPLACEMENT	\$ 1,200.00	REPLACE POTTERY WHEEL
December 2017	100	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -30.00	ITNERNET SAFETY PRESENTATION
December 2017	100	02132400	5590	OTHER PURCHASED SERVICES	\$ 30.00	ITNERNET SAFETY PRESENTATION
December 2017	173	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -0.26	Transfer Whole Dollars
December 2017	173	03111001	5641	TEXTBOOKS	\$ 0.26	Transfer Whole Dollars
January 2018	19	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -500.00	PURCHASE SPEAKERS FOR MUSIC
January 2018	19	02111010	5611	INSTRUCTIONAL SUPPLIES	\$ 500.00	PURCHASE SPEAKERS FOR MUSIC
January 2018	33	01142219	5690	OTHER SUPPLIES	\$ -135.00	LOCKER SHELVES TO REPAIR OLD
January 2018	33	01132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 135.00	LOCKER SHELVES TO REPAIR OLD
January 2018	180	04126130	5560	TUITION EXPENSE	\$ -86.00	BRIEF TEACHER - TEST FORMS
January 2018	180	04132140	5690	OTHER SUPPLIES	\$ 86.00	BRIEF TEACHER - TEST FORMS
February 2018	24	01111016	5690	OTHER SUPPLIES	\$ -36.00	to cover overdraft
February 2018	24	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ 36.00	to cover overdraft
February 2018	123	02111014	5641	TEXTBOOKS	\$ -102.00	SHIPPING CHARGES
February 2018	123	02111014	5611	INSTRUCTIONAL SUPPLIES	\$ 102.00	SHIPPING CHARGES
March 2018	5	01132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -1,000.00	Replacement of Broken Chairs
March 2018	5	01132220	5690	OTHER SUPPLIES	\$ 1,000.00	Replacement of Broken Chairs
March 2018	76	03111003	5581	TRAVEL - CONFERENCES	\$ -155.00	business course supplies
March 2018	76	03111003	5611	INSTRUCTIONAL SUPPLIES	\$ 155.00	business course supplies
March 2018	51	01111001	5810	DUES & FEES	\$ -200.00	FOR ART CLASS SUPPLIES
March 2018	51	01111001	5611	INSTRUCTIONAL SUPPLIES	\$ 200.00	FOR ART CLASS SUPPLIES
March 2018	110	03111001	5810	DUES & FEES	\$ -300.00	PURCHASE NEEDED SUPPLIES
March 2018	110	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ 300.00	PURCHASE NEEDED SUPPLIES
March 2018	110	03111001	5731	EQUIPMENT - REPLACEMENT	\$ -61.00	PURCHASE NEEDED SUPPLIES
March 2018	110	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ 61.00	PURCHASE NEEDED SUPPLIES
March 2018	111	03111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -755.00	Tech Ed supplies needed
March 2018	111	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 755.00	Tech Ed supplies needed
March 2018	125	03132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -961.00	TRANSFER FOR BOOKS AND SUPPLIE
March 2018	125	03132120	5611	INSTRUCTIONAL SUPPLIES	\$ 961.00	TRANSFER FOR BOOKS AND SUPPLIE
March 2018	167	03111011	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,400.00	PURCHASE CPR MANNEQUIN

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
March 2018	167	03111011	5611	INSTRUCTIONAL SUPPLIES	\$ 1,400.00	PURCHASE CPR MANNEQUIN
March 2018	173	03111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,300.00	Tuners and Mutes for 4th QTR
March 2018	173	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ 1,300.00	Tuners and Mutes for 4th QTR
March 2018	225	01111011	5810	DUES & FEES	\$ -310.00	Equipment Repairs/Replacement
March 2018	225	01111011	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 310.00	Equipment Repairs/Replacement
March 2018	259	01142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -1,100.00	Bethany Gym HVAC cntrls
March 2018	259	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 1,100.00	Bethany Gym HVAC cntrls

# AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge  
25 Newton Road, Woodbridge Connecticut 06525



Theresa Lumas  
Director of Finance and Administration  
[terry.lumas@reg5.k12.ct.us](mailto:terry.lumas@reg5.k12.ct.us)

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

To: Dr. Charles S. Dumais, Superintendent of Schools  
From: Theresa Lumas, Director of Finance and Administration  
Re: Budget Transfers over \$3,000 - **Fiscal Year 2017-2018**  
Date: April 2, 2018

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

## **Facilities:**

Mr. Saisa has requested two budget transfers this month. The first is to cover the sanding and snow removal charges through March which have exceeded the budget of \$67,500. The second request is for additional repairs at Bethany Middle School. A hot water mixing valve needed replacement as did insulation on an HVAC rooftop unit. The insulation was damaged last fall and patched, however it is now being replaced since wet areas have developed. A claim was filed with our insurance provider and we are hoping some of the costs associated with the insulation damage can be recouped.

I am requesting the funds be transferred from the facility contingency account to the high school repair and maintenance account.

## **For the Amity Finance Committee:**

***Recommend the Amity Board of Education approve the following budget transfer to cover snow removal costs through March.***

## **For the Amity Board of Education:**

***Move to approve the following budget transfer to cover snow removal costs through March.***

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Building Improvements/Contingency	\$4,525	
03-14-2600-5420	Repair & Maintenance		\$4,525

I am requesting the funds be transferred from the facility contingency account to the Bethany repair and maintenance account.

**For the Amity Finance Committee:**

*Recommend the Amity Board of Education approve the following budget transfer to cover additional building repairs at Bethany Middle School.*

**For the Amity Board of Education:**

*Move to approve the following budget transfer to cover additional building repairs at Bethany Middle School.*

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Building Improvements/Contingency	\$8,000	
01-14-2600-5420	Repair & Maintenance		\$8,000