

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

Dr. Charles Dumais
Superintendent of Schools

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AMITY REGIONAL BOARD OF EDUCATION

October 16, 2017

Regular Meeting of the Amity Regional Board of Education

Monday, October 16, 2017, at 6:30 p.m.

Amity Middle School Media Center

190 Luke Hill Road, Bethany, CT

PLEASE NOTE CHANGE OF LOCATION

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Regular Board of Education Meeting, September 11, 2017 (Enclosure) *Page 3*
 - b. Special Board of Education Meeting, September 25, 2017 (Enclosure) *Page 11*
4. Public Comment
5. Student Report – Ananya Kachru
6. Recognition of Amity Regional High School National Merit Scholars (Enclosure) *Page 13*
7. Donation from Mr. Rebhun and Mr. Palmer – request to designate fund for construction of display case at Amity Regional High School (Enclosure) *Page 14*
8. Donation from Mr. Hague for the Amity Regional High School baseball program (Enclosure) *Page 15*
9. Discussion and Possible Action on 2018 Board of Education Meeting Calendar (Enclosure) *Page 20*
10. Discussion of 2018-2019 Academic Calendar (Enclosure) *Page 21*
11. October Enrollment Report (Enclosure) *Page 22*
12. Correspondence
 - a. Bus Safety (Enclosure) *Page 24*
13. Superintendent's Report
 - a. Personnel Report (Enclosure) *Page 26*
 - b. Field Trips
 - c. Superintendent Report (Enclosure) *Page 27*
14. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Curriculum

4. Facilities
 - a. Draft September 12, 2017 Meeting Minutes (Enclosure) *Page 32*
 - b. Facilities Department September 2017 Monthly Report (Enclosure) *Page 34*
 - c. Annual Report (Enclosure) *Page 35*
5. Finance
 - a. Discussion of Monthly Financial Statements (Enclosure) *Page 39*
 - b. Director of Finance and Administration Approved Transfers Under \$3,000 (Enclosure) *Page 63*
 - c. Audit Update (Enclosure) *Page 64*
6. Policy
 - a. Draft September 18, 2017 Minutes (Enclosure) *Page 65*
 - b. First Reading of the Following:
 1. Adopt
 - 1170 -- Recognition of Students, Citizens, Staff Members, and Members of the Board of Education (Enclosure) *Page 69*
 - 1180 -- Memorials for Deceased Students or Staff (Enclosure) *Page 70*
 - 1210 -- School-Community Associations (Enclosure) *Page 71*
 - c. Second Reading of the Following:
 1. Strike
 - 1112.5 – Media Access to Students (Enclosure) *Page 73*
 - 1120 – Public Participation at Board of Education Meetings (Enclosure) *Page 74*
 2. Adopt
 - 1112 – News Media Relationships (Public, Press, Radio, & TV) (Enclosure) *Page 75*
 - 1114 – District-Sponsored Media (Enclosure) *Page 77*
 - 1140 – Distribution of Materials by Students (Enclosure) *Page 80*
 - 9132.6 – Amity Finance Committee (Enclosure) *Page 81*
7. Personnel
 - a. Draft September 26, 2017 Minutes (Enclosure) *Page 85*
8. District Technology
9. District Health and Safety

15. Items for the Next Agenda

16. Adjournment



Charles Dumais, Ed.D.
Superintendent of Schools

CD/pjp

pc: Town Clerks: Bethany / Orange / Woodbridge

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

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 11, 2017 MEETING MINUTES (page 1 of 8)**

BOARD MEMBERS PRESENT: Chairperson Tom Hurley, Mr. John Belfonti, Ms. Robyn Berke, Mr. Christopher Browe, Ms. Shannan Carlson, Ms. Patricia Cardozo, Ms. Paula Cofrancesco, Ms. Sue Cohen, Mr. Steven DeMaio, Ms. Amy Esposito, Ms. Sheila McCreven, and Ms. Jennifer Turner

BOARD MEMBERS ABSENT: Ms. Diane Urbano

STAFF MEMBERS PRESENT: Dr. Charles Dumais, Dr. E. Marie McPadden, Dr. Richard Dellinger, Ms. Theresa Lumas, Mr. Scott Cleary, Ms. Kathy Burke, Mr. Peter Downhour, Mr. Ernie Goodwin, Ms. Lisa Lassen, Ms. Anna Mahon, and Ms. Mary Raiola.

ALSO PRESENT: Mr. Mike Goss.

***A regular meeting of the Amity Regional Board of Education (BOE) was held
on Monday, September 11, 2017 at 6:30 pm in the Presentation Room at the District Offices.***

1. **CALL TO ORDER:** Chairperson Tom Hurley called the meeting to order at 6:33 pm.
2. **PLEDGE OF ALLEGIANCE:** recited by those present
3. **PUBLIC COMMENT:** None
4. **INFORMATION ON SECOND QUARTER 2017 EXECUTIVE SUMMARY REVIEW OF AMITY PENSION FUND, SICK AND SEVERANCE ACCOUNT, AND OPEB TRUST** (enclosure)

Ms. Lumas introduced Mr. Mike Goss to present the report and to make a recommendation for possible action by the Board. Mr. Goss reviewed the summary with the Board and highlighted some of the market changes. He answered questions from the Board regarding the summary. Mr. Goss then went over the recommendation being made on page 76 of the summary, which is to incorporate a level of active management within the Fixed Income Allocation tier for both the Pension Fund and the OPEB Trust Fund. This is a more flexible strategy, which is recommended for half of the assets. Mr. Goss answered questions from the Board regarding this recommendation. The Board discussed the recommended action. Mr. Belfonti advised that the Finance Committee endorse this recommendation unanimously and noted that at one point in the past assets had been managed in this way.

Motion by Mr. Belfonti, 2nd by Ms. Cofrancesco, to authorize Fiduciary Investment Advisors to split the Fixed Income Allocation tier to a 50% active manager and 50% indexed for the Pension Plan and the OPEB Trust Fund. BlackRock Strategic Income Opportunities K is recommended for the active manager, and Vanguard index mutual funds will remain at a lower proportion.

Vote in favor, 11-0, (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Carlson, Ms. Cardozo, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven and Ms. Turner) Motion carried

Motion by Ms. McCreven, 2nd by Mr. Browe, to add an item to the agenda (making it item #5) to retake the vote for Chairperson from the previous meeting.

Vote in favor, 11-0, (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Carlson, Ms. Cardozo, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven and Ms. Turner) **Motion carried**

5. RETAKE VOTE FOR CHAIRPERSON OF THE AMITY BOARD OF EDUCATION

Dr. Dumais called for nominations from the floor.

Motion by Mr. Browe, 2nd by Ms. Berke, to nominate Mr. Thomas Hurley for Chairperson.

Hearing no other nominations, Dr. Dumais closed nominations and called for a vote.

Vote in favor, 11-0, (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Carlson, Ms. Cardozo, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, and Ms. Turner) **Motion carried**

Motion by Mr. Browe, 2nd by Ms. Cardozo, to move the Student Report up to item #6 on the agenda.

Vote in favor, 11-0, (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Carlson, Ms. Cardozo, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, and Ms. Turner) **Motion carried**

6. STUDENT REPORT – Ananya Kachru

Ms. Kachru presented her report on events at Amity High School, Amity Middle School Bethany, and Amity Middle School Orange that took place over the past first month of school, as well as informing the Board of upcoming events. She also handed out wrist bands to the Board members with the motto for the year, “Go The Distance,” on them.

7. STATE-REQUIRED REPORTING OF TEACHER RATINGS

Dr. McPadden reported that 140 teachers in the district received an “exemplary” rating, and 96 teachers received an “accomplished” rating. There were no teachers that received one of the lower two ratings (developing and below standard) out of four. Ratings for administrators were also “exemplary.” Dr. McPadden noted that both the rating plans are in the process of being revised.

8. DISTRICT STATE TESTING RESULTS 2016-2017

Mr. Browe introduced Dr. McPadden to present her report as it was given to the Curriculum Committee at their most recent meeting. Dr. McPadden shared the test results via her presentation for the four different assessments given yearly. Dr. McPadden, Ms. Mahon, and Dr. Dumais answered questions from the Board regarding the tests themselves, the length of the tests, when they are administered, and the results.

9. DISCUSSION AND POSSIBLE ACTION ON CABE MEETING (enclosure)

Ms. McCreven spoke to the Board regarding the possible use of CABE-Meeting software. Dr. Dumais reported that he spoke with the Superintendent of Woodbridge. The Woodbridge Board of Education and Superintendent use this program. The Superintendent of Woodbridge said that the set-up and front-end load is a bit intensive and might require some training for Board members; however, they (the Woodbridge Board of Education and Superintendent) feel that it is a big timesaver. Discussion followed regarding the cost of this, necessity versus need, and how this would enhance or improve the workflow for the Board of Education.

Motion by Ms. McCreven to purchase this system and begin to enter information from this point forward; backloading of information will be discussed at a later date.

There was no second to the motion.

Discussion took place regarding this system. Ms. McCreven agreed to get further information on costs and report back to the Board of Education at the October meeting.

10. APPROVAL OF MINUTES**A. Regular Board of Education meeting, August 14, 2017 (enclosure)**

Motion by Ms. Cohen, 2nd by Ms. Cofrancesco to accept the minutes as submitted.

Corrections were made as follows:

- page 94 of packet, item #12, change "Chairman of the Finance Committee" to "Chairman of the Board of Finance"
- page 94 of packet, item #14.A.II, change "CABE send a letter" to "CABE sent a letter"
- page 96 of packet, item #14.V.3, vote on the audited fund balance motion, add Ms. Cofrancesco's name to those voting in favor of the motion and change "Vote in favor, 5" to "Vote in favor, 6."
- page 95 of packet, item #14.V.3, motion regarding audited fund balance, remove the word "net" from the initial motion.

Chairperson Hurley called for a vote to accept the minutes as corrected.

Vote in favor, 10, (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Carlson, Ms. Cardozo, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. McCreven and Ms. Turner)

Abstain, 1, (Ms. Esposito)

Motion carried

B. Special Board of Education meeting, September 05, 2017 (enclosure)

Motion by Ms. Cofrancesco, 2nd by Mr. Belfonti, to accept the minutes as submitted.

Correction as follows:

- page 98 of packet item #2, motion to correct the title, change “correct the title of Direction of Finance and Administration” to “correct the title of the Director of Finance and Administration...”

Chairperson Hurley called for a vote to accept the minutes as corrected.

Vote in favor, 11-0, (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Carlson, Ms. Cardozo, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven and Ms. Turner) **Motion carried**

11. Superintendent’s Report

- A. Personnel Report** (enclosure)
- B. Superintendent’s Report** (enclosure)

Dr. Dumais highlighted items from these two reports, which are enclosed in the packet. He particularly mentioned that Mr. Kevin Berean, Technical Education teacher at Amity Middle School Bethany, is a semi-finalist for Connecticut Teacher of the Year.

12. Chairman’s Report

A. Committee Reports

1. ACES

Ms. Cohen reported that ACES has not met since the last Board of Education meeting, but they will be meeting this Thursday, September 14th. Chairperson Hurley requested that a Board of Education member shadow Ms. Cohen at the upcoming CABA meetings, and Ms. Berke volunteered to do so.

2. CABA

Ms. McCreven stated that registration is open for the CABA conference, which takes place in November. There is a delegate assembly meeting the day before the convention begins, and Ms. McCreven stated that she would once again be willing to be a delegate from Amity. Items for delegate discussion could be added to the Amity BOE agenda in October.

3. Curriculum

- a. Draft Curriculum Meeting, September 06, 2017 minutes** (enclosure)

Mr. Browe stated that the Curriculum Committee met on September 6th and saw the test result presentation from Dr. McPadden.

4. Facilities

a. Facilities Department monthly report, August, 2017 (enclosure)

Ms. Cardozo stated that the Facilities Committee will meet tomorrow evening, Tuesday, September 12th.

5. Finance

Mr. Belfonti reported on the discussion held during the Finance Committee earlier this evening.

a. Discussion of monthly financial statements (enclosure)

b. Director of Finance and Administration approved transfers under \$3,000 (enclosure)

c. Discussion of Bylaw 9132.6 (enclosure)

There was discussion regarding a possible addition or modification to the questions posed to the CABE attorney and the Board of Education attorney regarding this bylaw at the Special Board of Education meeting on September 5th. Dr. Dumais stated that he anticipates having a response from both attorneys by Friday, September 15th.

d. Other

1. Discussion and possible action on pension amendment (enclosure)

Ms. Lumas explained the proposed amendment to the Amity Pension Plan, as outlined in her memo in the packet.

Motion by Ms. Cohen, 2nd by Ms. Esposito, to modify the Amity Regional High School District No. 5 Pension Plan with the proposed amendment and authorize the Superintendent of Schools to sign the amendment document.

Discussion and questions followed, which were answered by Ms. Lumas.

Vote in favor, 11-0, (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Carlson, Ms. Cardozo, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven and Ms. Turner) **Motion carried**

2. Update on Financial Audit (enclosure)

3. Discussion of zero-based budgeting

Mr. Belfonti stated that the consensus of the Amity Finance Committee at their meeting earlier this evening regarding zero-based budgeting was that this was unnecessary. The Amity Finance Committee felt that there is ongoing oversight looking for cost savings and that zero-based budgeting could become contentious and very labor-intensive. Mr. Belfonti reported that the members of the Amity Finance Committee from the three member towns were very pleased with the current process and saw no need to change it. There was discussion, and questions about the current budget development process versus zero-based budgeting were answered by Ms. Lumas.

6. Policy

a. **Draft Policy Meeting August 21, 2017 Minutes** (enclosure)

b. **First reading of the following:**

1. Strike

a. **1112.5 – Media Access to Students** (enclosure)

b. **1120 – Public Participation of Board of Education Meetings** (enclosure)

Chairperson Hurley stated that these policies were found to be redundant and were recommended to be struck. Discussion and questions followed.

2. Adopt

a. **1112 – News Media Relationships (Public, Press, Radio and TV)** (enclosure)

b. **1114 – District-Sponsored Media** (enclosure)

c. **1140 – Distribution of Materials by Students** (enclosure)

d. **9132.6 – Amity Finance Committee** (enclosure)

Chairperson Hurley apprised the Board of the updates to language in these policies. Discussion followed. Chairperson Hurley advised Board members to attend the next Policy Committee Meeting on September 18th or to send any concerns and comments to him via email before the meeting in the absence of the Policy Committee Co-Chairperson, Ms. Urbano. Mr. Hurley advised the Board of the two changes to language in policy 9132.6, specifically making uniform the title of the Director of Finance and Administration in the entire document and the language change on page b, 2nd to last paragraph, regarding meetings with Department Heads, “at the request of the Amity Finance Committee...” Chairperson Hurley reminded the Board that this bylaw is currently in suspension through December 31, 2017. Lengthy discussion followed. This bylaw will be discussed at the Policy Meeting to be held on September 18th, and Chairperson Hurley requested comments and concerns from Board members at that meeting or via email.

c. **Second reading of the following:**

3. **Adopt**

- a. **1100 – Communications with the Public, Communication** (enclosure)
- b. **1111 – Use of Educational Television Channel** (enclosure)
- c. **1112.1 – Coverage of Board of Education Meetings** (enclosure)
- d. **1112.3 – School News Releases, Access to Information** (enclosure)

Motion by Ms. McCreven, 2nd by Ms. Cohen, to adopt policies 1100, 1111, 1112.1, and 1112.3

Discussion followed. Questions regarding the policies were answered by Dr. Dumais.

Vote in favor, 11-0, (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Carlson, Ms. Cardozo, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven and Ms. Turner)

Motion carried

7. Personnel

Ms. Cohen stated that the Personnel Committee would meet on September 26th about developing priorities for teacher negotiations, which will begin on October 4th.

8. District Technology

Mr. DeMaio will have a report for the Board at the next meeting.

9. District Health and Safety

Mr. DeMaio will have a report for the Board at the next meeting.

13. Items for next agenda

Please forward any items to Dr. Dumais or Chairperson Hurley.

Ms. McCreven mentioned that there is recommended language from the National Education Association (NEA) regarding student safety and immigration. She questioned whether this should go to the Policy Committee.

14. Adjournment

Motion by Mr. DeMaio, 2nd by Mr. Browe, to adjourn at 9:11 pm.

Vote in favor, 11-0, (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Carlson, Ms. Cardozo, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, and Ms. Turner) Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Sheila McCreven, Secretary

**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 25, 2017 SPECIAL MEETING MINUTES (page 1 of 2)**

***A Special Meeting of the Amity Regional Board of Education was held
on Monday, September 25, 2017 at 5:30 pm
in the Large Group Instruction Room at Amity Middle School in Orange.***

BOARD MEMBERS PRESENT

Chairperson Tom Hurley, Mr. John Belfonti, Mr. Christopher Browe, Ms. Paula Cofrancesco, Ms. Sue Cohen, Mr. Steven DeMaio, Ms. Sheila McCreven, Mr. Jennifer Turner, and Ms. Diane Urbano

BOARD MEMBERS ABSENT

Ms. Robyn Berke, Ms. Patricia Cardozo, Ms. Shannan Carlson, and Ms. Amy Esposito

STAFF MEMBERS PRESENT

Dr. Charles Dumais, Ms. Theresa Lumas, and Mr. Scott Cleary

ALSO PRESENT

Mr. James Leahy and Mr. Brian Serapiglia

1. CALL TO ORDER

Chairperson Hurley called the meeting to order at 5:42 p.m.

2. DISCUSSION OF BYLAW 9132.6

Chairperson Hurley gave a history of Bylaw 9132.6 and then directed the Board to review the following sentence in the second paragraph of 9132.6 (c): *“In such case, the Board will provide public notice in local newspapers that the proposed budget was not recommended by the AFC.”* Discussion ensued regarding removing this sentence due to the decreased role of newspapers as a primary source of communication to the public with the onset of technology since the inception of this bylaw in 2003.

The Board members discussed whether or not explanatory texts that go out to voters from the Board of Education regarding referendums could be considered the primary method of communicating budget results to the citizens of Bethany, Orange, and Woodbridge. Members debated about whether or not these explanatory texts could be considered advocacy. An alternative was suggested that the individual towns could communicate to their voters, if they were in disagreement with budgets; however, the point was raised that this could possibly be considered advocacy for the towns. The Superintendent was asked to provide all explanatory texts that have been sent out from the Amity Board of Education for review at the October 16, 2017 regular meeting.

**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 25, 2017 SPECIAL MEETING MINUTES (page 2 of 2)**

3. PUBLIC COMMENT

James Leahy, Vice Chairman of the Orange Board of Finance, stated that he is not concerned if the sentence regarding newspapers in the second paragraph of 9132.6 (c) is taken out. He also said he doesn't understand why the Board would not let the public know if they approved a budget that had not been approved by the Amity Finance Committee.

4. ADJOURNMENT

Motion by Mr. DeMaio, 2nd by Mr. Belfonti, to adjourn at 6:33 pm.

Vote in favor, 8-0, (Mr. Belfonti, Mr. Browe, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. McCreven, Mr. Turner, and Ms. Urbano)

Motion Carried

Respectfully submitted,

Pamela Pero
Recording Secretary

2017 National Merit Commended Scholars (16)

- Maya Barbieri
- Erin Barillier
- Sophie Baum
- Andrew Burford
- Howard Ding
- Jacob Gross
- Qingli Hu
- Tina Hu
- Ananya Kachru
- Emily Kilian
- Helen Lenski
- Eitan Minsky-Fenick
- Leah Mongillo
- Haegan O'Rourke
- Hannah Rappaport
- Colin Roy

2017 National Merit Semi-Finalists (7)

- Weixin Du
- Ulada Dubovik
- Elizabeth Frieden
- Vince Li
- Justine Luo
- Sally Thach
- Weichu Yu

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

September 22, 2017

32 Whalers Point Road
East Haven, CT 06512

Dear Mr. Rebhun and Mr. Palmer:

On behalf of the extremely grateful Amity Board of Education, I would like to thank you for your donation to Amity Regional High School from the Amity Class of 1962.

I will formally present your donation to the Board at the October meeting and ask that they designate the funds for the construction of a display case at Amity Regional High School.

Thank you again for your support.

Sincerely,

Dr. Charles S. Dumais
Superintendent

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

September 12, 2017

Jeffrey Hague
 7 Old Farm Road
 Woodbridge, CT 06525

Dear Mr. Hague:

I am in receipt of your letter and a cashier's check for \$10,713.37. Thank you very much for your fundraising efforts and the 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 held until the next scheduled Board meeting on Monday, October 16, 2017.

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
 Jim and Susan Ronai, parents

Business/Non-Instructional Operations

Gifts, Grants and Bequests

Any gift presented to the school system must be accompanied by a letter from the donor for official action and recognition by the Board of Education.

To be acceptable, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school system;
2. Be offered by a donor acceptable to the Board of Education;
3. Will not add to staff load;
4. Will not begin a program which the Board of Education would be unwilling to take over when the gift or grant funds are exhausted;
5. Would not bring undesirable or hidden costs to the school system;
6. Will place no restrictions on the school program;
7. Will not be inappropriate or harmful to the best education of students;
8. Will not imply endorsement of any business or product; or
9. Will not be in conflict with any provision of State law or public law.

All gifts, grants, and bequests shall become the property of the school system.

A letter of appreciation signed by the Chairperson of the Board of Education and by the Superintendent of Schools shall be sent to a donor.

Legal Reference: Connecticut General Statutes

10-47 Powers of regional board. Meetings.

10-9 Bequests for educational purposes.

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

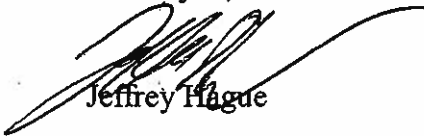
8 August 2017

7 Old Farm Road
Woodbridge, CT 06525

To Whom it May Concern:

During the 2016 – 2017 school year I served as a baseball captain's parent for Amity High School. That year the captains' parents offered a fall baseball program and miscellaneous fund raising activities. At the end of my tenure a substantial balance remained.. I wish to donate these remaining funds to Amity Baseball and I wish the money to be earmarked for new dugouts for Amity Baseball.

Thank you,



Jeffrey Hague

**People's United
Bank**

Reference _____

Date 07/20/2017

Cashier's Check

8929752

1404-A1362FB

*****10,713.37*****

Pay **TEN THOUSAND SEVEN HUNDRED THIRTEEN DOLLARS AND THIRTY SEVEN CENTS**

AMITY BASEBALL

To the
Order of _____

CASHIER'S CHECK



21801

Authorized Signature

Notice to Customers: The purchase of an indemnity bond may be required before this check will be replaced or refunded in the event it is lost, misplaced or stolen.

Member FDIC CK-002

⑈8929752⑈ ⑆221172186⑆ ⑈17000295⑈

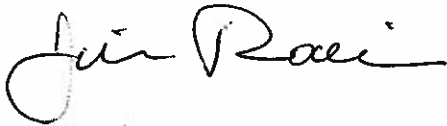
August 12, 2017

To Whom It May Concern:

In 2015-16, my wife Susan and I served as Captain's parents for the Varsity Baseball team. Through a variety of fund raising efforts including fall baseball and winter workouts, we raised funds directly earmarked for the baseball program. Funds raised were intended to offset the cost of items and activities not covered in the regular athletic budget. For example, the purchase of championship rings, subsidy of the cost of the team banquet and to fund the Joe Ciancola Memorial Scholarship.

At the end of season, we were left with a surplus of money that we held in an account for the Amity Baseball program with a specific earmark of the purchase of new dugouts. In fairness to those who donated or fund raised, keeping the money in the baseball program would be consistent with their original intent and with the pretense under which the money was initially raised.

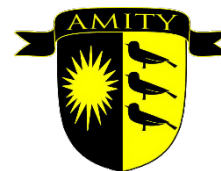
Thank you for your consideration.

A handwritten signature in cursive script, appearing to read "Jim Ronai".

Jim and Susan Ronai
630 Ridge Road
Orange, CT 06477

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



Dr. Charles Dumais
Superintendent of Schools

phone: (203) 397-4811
fax: (203) 397-4864

BOARD OF EDUCATION REGULAR MEETING SCHEDULE
2018

Regular meetings of the Amity Regional School District No. 5 Board of Education will be held on the second Monday of every month, unless otherwise noted. All meetings, with the exceptions of February and October, will be held in the designated room at Amity Regional High School, 25 Newton Road, Woodbridge, CT 06525. Meetings will begin at 6:30 p.m.

Monday	January	8, 2018	
Monday	February	12, 2018	<i>Exception</i> Amity Middle School 100 Ohman Avenue Orange, CT 06477
Monday	March	12, 2018	
Monday	April	9, 2018	
Monday	May	14, 2018	
Monday	June	11, 2018	
Monday	August	13, 2018	
Monday	September	17, 2018	<i>Exception</i>
Monday	October	15, 2018	<i>Exception</i> Amity Middle School 190 Luke Hill Road Bethany, CT 06524
Monday	November	12, 2018	
Monday	December	10, 2018	
Monday	January	14, 2019	

Respectfully submitted,

Charles Dumais, Ed.D.
 Superintendent of Schools

Pending Board of Education Approval



Amity Regional School District No. 5

2018-2019 District Calendar



21

Date	Event or Holiday
August 27	Prof. Dev. - Teachers Only
August 28	Prof. Dev. - Teachers Only
August 29	First Day of School - Students
September 3	Labor Day - No School
September 6	Back to School Night - ARHS - Grades 9&12
September 10	Rosh Hashanah - No School
September 12	Back to School Night - ARHS - Grades 10&11
September 13	Back to School Night - Middle Schools
September 19	Yom Kippur - No School
October 8	Columbus Day - No School
October 19	Early Dismissal - Prof. Dev.
November 6	Prof. Dev. - Teachers Only
November 14	Parent Conferences - Middle Schools
November 15	Parent Conferences - High School
November 21	Early Dismissal
November 22, 23	Thanksgiving - No School
November 28	Parent Conferences - High School
November 29	Parent Conferences - Middle Schools
December 5	Parent Conferences - MS/HS - <i>Early Dismissal</i>
December 21	Early Dismissal
December 24 - January 1	Holiday Recess
January 18	Early Dismissal - Prof. Dev.
January 21	Martin Luther King, Jr. Day - No School
February 6	Parent Conferences - High School
February 7	Parent Conferences - Middle Schools
February 14	Parent Conferences - Middle Schools
February 15	Early Dismissal - Prof. Dev.
February 18, 19	Winter Recess
March 15	Prof. Dev. - Teachers Only
April 15 - April 18	Spring Recess
April 19	Good Friday - No School
May 13	Delayed Opening - Prof. Dev.
May 27	Memorial Day - No School
June 11	Last Day of School - Students

August 2018 (3/3)						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 (17/20)						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018 (22/42)						
S	M	T	W	R	F	S
	1	2	3	4	7	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 (19/61)						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 (15/76)						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019 (21/97)						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019 (18/115)						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019 (20/135)						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019 (17/152)						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019 (22/174)						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019 (7/181)						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019 (0)						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

If emergency closings extend beyond June 30, 2019, then any additional days will be taken from Spring Recess, beginning with April 15, 2019. Amity Regional High School Graduation is traditionally held on the actual last day of school for students. Total Days For Students = 181; Total Days For Teachers = 185

ABOE Approved - November xx, 2017

2018-2019

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

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

From: Theresa Lumas, Director of Finance and Administration

Re: October 1, 2017 Enrollment Report

Date: October 11, 2017

Attached to this memorandum is the October 1, 2017 enrollment report. This is the enrollment count that is used to determine the member town allocations for the 2018-2019 budget. The Town of Orange will have an increase in its share of the budget, while the Towns of Bethany and Woodbridge will see a decrease in their allocation.

Average Daily Membership				
	Bethany	Orange	Woodbridge	Total
October 2017	429	1,116	679	2,224
October 2016	442	1,118	686	2,246
Net Change	(13)	(2)	(7)	(22)
Fiscal Year 2018-2019	19.290%	50.180%	30.530%	100.000%
Fiscal Year 2017-2018	19.680%	49.777%	30.543%	100.000%
Net Change	-0.390%	0.403%	-0.013%	
Change in Member Town Allocations with a 0% Budget Increase for 2018-2019				
	Bethany	Orange	Woodbridge	Total
Enrollment Shift	\$ (188,176)	\$ 194,448	\$ (6,273)	0

ENROLLMENT REPORT OCTOBER 1, 2017

TOWN	Elementary - BOW (Pre K - 6)								Amity District #5 (7-12)						Outside Placements		V0-AG / Magnet		ADM*	Open Choice by School	Tuition by School	Exchange Students	Total					
	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12														
Bethany	18	56	33	44	40	57	61	57	63	61	70	86	69	67					429	3			432					
Gr 7:		0		Gr 7:		0																						
Gr. 8:		0		Gr. 8:		1																						
Gr. 9:		1		Gr. 9:		2																						
Gr. 10:		3		Gr. 10:		0																						
Gt. 11:		2		Gt. 11:		1																						
Gr. 12:		3		Gr. 12:		0																						
Total:		9		Total:		4																						
Orange	40	145	168	147	168	150	181	184	164	214	174	190	178	171	Gr 7: 2		Gr 7: 0		1,116	2			1,118					
Gr. 8:		1		Gr. 8:		0																						
Gr. 9:		0		Gr. 9:		4																						
Gr. 10:		1		Gr. 10:		2																						
Gt. 11:		1		Gt. 11:		2																						
Gr. 12:		11		Gr. 12:		1																						
Total:		16		Total:		9																						
Woodbridge	28	102	110	125	120	129	110	112	95	116	123	99	111	123	Gr 7: 0		Gr. 7: 1		679	9	6		694					
Gr. 8:		3		Gr. 8:		0																						
Gr. 9:		1		Gr. 9:		0																						
Gr. 10:		0		Gr. 10:		1																						
Gt. 11:		1		Gt. 11:		1																						
Gr. 12:		4		Gr. 12:		0																						
Total:		9		Total:		3																						
Category Totals	86	303	311	316	328	336	352	353	322	391	367	375	358	361	34		16		2224	14	6	0	2244					

Bethany Elementary: 366

Orange Elementary: 1183

Woodbridge Elementary 836

TOTAL 2385

GRAND TOTAL FOR GRADES 7-12: 2244
*** Subtotal - To be used for A.D.M. calculation for budget process 2224**

September 26, 2017

RECEIVED

SEP 29 2017

AMITY REGION #5
OFFICE OF SUPT.

Dear Chip,

It's so nice to be able to share good news and wonderful accomplishments. Enclosed please find the 16-17 CT School Bus Safety Ratings that were published last week. It is with great pride that I announce that B and B Transportation, Inc. has, once again, made the top of the list. This is our fourth consecutive year with no vehicles out of service and no defects.

Brad and I are extremely proud of our maintenance staff, who work tirelessly, to keep our vehicles safe, well maintained and clean. They take pride in their work and it shows.

In these tough economic times in CT, school bus companies have had to find many creative ways to cut costs. Cutting maintenance of our vehicles is not a path we choose to take and it shows!!

Thank you for your continued support.

Sincerely,



Beth

2016-2017 Connecticut School Bus Safety Ratings

Carrier Name	Number of Inspections (9/1/16 to 8/31/17)	Number of Buses Taken Out-of-Service	Out-of-Service Percentage Rate	Previous Year Out-of-Service Percentage Rate
B and B Transportation	79	0	0.00%	0.00%
Salter's Express Co Inc	48	0	0.00%	0.00%
Specialty Transportation	237	0	0.00%	2.12%
Killingly Board of Ed.	30	0	0.00%	3.23%
Eastconn	31	0	0.00%	7.50%
Access Transportation Solutions LLC	31	0	0.00%	15.15%
Autumn Transportation	119	1	0.84%	9.76%
All Star Transportation	805	8	0.99%	1.03%
Winkle Bus Co.	101	2	1.98%	2.08%
Glastonbury Town Of	59	2	3.39%	0.00%
Newington Board of Ed.	55	2	3.64%	1.85%
Smyth Bus Inc	107	4	3.74%	2.70%
F.E. Edwin Smyth & Son	53	2	3.77%	3.85%
Dattco	1,272	51	4.01%	4.52%
Montville Board of Ed.	37	2	5.41%	2.56%
M & J Bus Co.	479	26	5.43%	4.96%
Student Transp. Of America, CT, STA of Connecticut Inc	712	44	6.18%	4.31%
Landmark Student Transportation Inc	61	4	6.56%	14.52%
The New Britain Transportation	265	18	6.79%	12.55%
We Transport LLC	260	19	7.31%	3.79%
First Student	2,321	290	12.49%	16.78%
Durham School Services/Student Bus Serv	475	75	15.79%	13.02%
Rainbow Bus Lines	22	7	31.82%	12.50%

Source: <http://www.ct.gov/dmv/cwp/view.asp?Q=456720&A=798> 9/20/2017

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



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

charles.dumais@reg5.k12.ct.us
 phone: 203.392.2106
 fax: 203.397.4864

October 16, 2017

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

+ NEW HIRES-CERTIFIED:

Kirsten Mason – Director of Adult and Continuing Education, Fall 2017 and Spring 2018 Sessions;
 092 Administration & Supervision Certification

+ NEW HIRES-SUBSTITUTES: NONE

+ NEW HIRES-CLASSIFIED: NONE

+ NEW HIRES-COACHES: NONE

+ TRANSFERS:

Rose Liebnick – F/T Paraprofessional from Bethany Middle School to Amity Regional High School,
 eff. 10/4/17

+ RESIGNATION(S):

Lisa Toto – Boys Varsity Volleyball Coach, Amity Reg. High School, eff. 9/18/17

Michael Cofrancesco – Assistant Boys Varsity Basketball Coach, Amity Reg. High School, eff. 9/18/17

+ RETIREMENT(S): NONE

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



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

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

Superintendent's Report – October 2017

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

Enhance the efficient and effective use of resources.

Foster a supportive climate for students and adults.

Instruction

Washington, D.C. Nearly one hundred and fifty eighth grade students from Amity Middle School Bethany will be participating in the annual class trip to Washington, D.C. Amity Middle School Orange will be visiting Washington, D.C. in the spring.

Instructional Rounds. As part of our third year of implementation of Instructional Rounds, *all* teachers will be participating in instructional rounds this year and *all* classrooms will be visited by teams of teachers. An informational letter describing the structure and theory of Instructional Rounds was shared with parents and Board Members.

Middle School Debate. After years without a Debate Team, the first Debate Team meeting of this year attracted more than twenty Amity Middle School Orange students. Members of the high school debate team were there to assist the Amity Middle School Orange debate team advisor, Mrs. McGalliard, and introduce students to the art of debate.

Performance Matters. A group of Amity teachers and administrators attended the State Department of Education sponsored conference *Performance Matters*. The sessions focused on improving student achievement and the importance of using assessment data effectively.

Curriculum Articulation. Amity Regional School District articulation meetings (grades 7-12) were held during September for Science, English Language Arts, Social Studies, Music, and World Language with Department Chairs, Content Leaders, and the Director of Curriculum and Staff Development.

District Meetings. Since the opening of school, district-level meetings have been held for Staff Development, Teacher/Administrator Evaluation Committee, Wellness, and Steering.

PSAT, PACT, and Special Programming. All Amity Regional High School tenth grade students took the PreACT and all ARHS eleventh grade students took the PSAT during the school day on Wednesday, October 11, 2017. The PSAT is the National Merit Qualifying Test for juniors and is used to help students prepare for the SAT test. All ARHS freshmen participated

in a Link Crew Activity geared around the themes of “going the distance” and creating a greater sense of community. ARHS Seniors had special programming including the senior class panoramic and aerial photo, a presentation on financial literacy from Southern Connecticut State University, and a presentation on sexual harassment from the Milford Rape Crisis Center.

Athletics. Based on the success of the summer fitness and conditioning program, the athletic department has offered a *winter* fitness and conditioning program for all winter athletes interested in increasing speed, strength, endurance, performance, and confidence while decreasing the likelihood of sports-related injuries.

OBOA. On the morning of Monday, November 6, 2017, David Levithan, author of *Every Day* and many other popular Young Adult novels, will be visiting Amity Regional High School. *Every Day* was this past summer’s One Book/One Amity title, read by every student, staff member, and faculty member at the high school. Students have been discussing the book in their classes and advisory groups throughout the fall. Levithan will read from the book, talk about his process as an author, and answer student questions.

K-12 Professional Development. BOWA Physical Education and Health teachers will attend a state sponsored professional development conference in November. Future professional learning sessions will include BOW K-6 Physical Education and Health teachers joining Amity 7-12 Physical Education and Health teachers to strengthen curriculum alignment K-12.

Resources

Security. Amity High School security officer Chris McWilliams attended Crisis Management Training at the Connecticut Fire Academy. He will share his learning with the district team of security guards on the November 7, 2017, professional development day.

SwiftK12 Notification System. Middle School Back-to-School Night program information and resources were delivered to parents electronically through the SwiftK12 Notification System. This saved postage, paper, and time putting the mailing together.

Radio Communications. Digital district radios have been updated with an exclusive *Digital Chat Channel* that does not work off of the radio repeater, thus allowing communication that is private and not able to be monitored by radio scanners. This channel will provide secure communication for administrators, security, nurses, and additional staff who need to discuss information without risking a lapse in student data privacy.

Stored Resources. The Director of Facilities and Amity Middle School Orange Head Custodian conducted an inventory of storage rooms at the middle school campus. This regular activity resulted in the identification of items to be reused, reallocated, recycled, sold, and discarded.

Security Camera Installation/Activation. The additional security cameras at Amity Regional High School and Amity Middle School Orange have been installed. Licenses for the units are in place and the units have been activated. The additional security cameras for Amity Middle School Bethany will be installed and activated during the early fall period.

Absence Management & Time Management Software. Implementation of the software is complete. Payroll information has been successfully transferred since the first pay period of the academic year. Coordination and expansion of services will be explored throughout the year and will include ACA compliance and kiosk setup.

Student Obligations. The Finance and Technology Departments have been working with school staff members to post student financial obligations (e.g., fees, lost items, unreturned textbooks) directly to PowerSchool. They are also facilitating the reconciliation of obligations by automating communication between PowerSchool and MyPaymentsPlus.

Paraprofessional Assignments. As the need for paraprofessional support at the high school has increased, the hiring of additional staff has been avoided by strategic reallocation of paraprofessional FTE (full-time equivalent).

Records Storage. There is a meeting this month with Xerox to start small projects to test the capabilities and limitations of the system. We will begin with some finance department documents such as bank reconciliations and warrant reports.

E-Grant. District staff have participated in training that will allow Amity Regional School District to complete all *Title Grants* electronically, saving time, money, and resources.

Student ID Cards. The highly successful use of student identification cards equipped with RFID chips and bar codes has been extended to the middle schools. Amity Middle School students will be able to access copiers for print materials and scan for lunch purchases.

Security Grant Application. Amity Regional School District has submitted a Connecticut State grant application for reimbursement for security purchases. The total amount applied for is \$44,975.

Purchasing Procedures. A review of purchasing procedures was done at the Amity Regional High School October faculty meeting and with the Building Leadership Team to ensure that all faculty and staff are consistent and up-to-date with district financial procedures.

Climate

UMTTR Presentation at Faculty Meeting. As part of the October Amity Regional High School Faculty Meeting, student representatives from the UMTTR Club presented to the faculty. The UMTTR Club is a suicide prevention and positive school climate club where students help staff, students and community members recognize the signs of a person retreating from society as well as working to make all members of our school community feel valued. The students also ran an activity where faculty were asked to engage with other faculty to express things they appreciate about each other.

Class Act Council. The student athlete leaders of the Amity Class Act Council are planning a fall pep rally to support Amity athletics and activities.

The Memory Project. Amity Regional School District art teachers and their students participated in The Memory Project last year and were featured in a powerful video showing our students making the portraits and the portraits being distributed to children in Africa. The Memory Project is a charitable nonprofit organization that invites art teachers and their students to create and donate portraits to youth around the world who have faced substantial challenges, such as neglect, abuse, loss of parents, violence, and extreme poverty.

Club Day and Club Council. The Amity Regional High School Club Day was held on Wednesday, September 27, 2017, and included student representatives from more than eighty clubs. This year, Club Day was organized collaboratively by the administration and the newly-formed Club Council.

Be AMITY!. Amity Middle School Bethany teachers reviewed the “Be AMITY” program, a Positive Behavioral Intervention and Support program (PBIS) with students. “Be AMITY!” stands for: Accountable, Motivated, Independent, Trustworthy, and Your Best Self. Here is a letter that more fully explains this program ([letter](#)), the matrix of student expectations ([matrix](#)), and the citizenship rubric ([rubric](#)).

Parent University. In addition to the early sessions on Student Organization Skills and Unified Classroom, we have scheduled sessions to cover various topics (as identified in the District Goals/Objectives) over the course of the year.

Date	Topic
October 3, 2017	Wellness, Chronic Absence, Social/Emotional Health
November 6, 2017	Student Success Plans, Student Led Conferences, Naviance
January 30, 2018	Academic Integrity, Media Literacy
February 13, 2018	Internet Safety
March 6, 2018	School Security
May 8, 2018	Experiential Learning

Hurricane Relief. Amity students collected relief items, including nonperishable food, clothing, toiletries, and school supplies, for the victims of recent hurricanes and tropical storms in US states and territories.

Red, White & Blue. Amity Regional School District hosted the State Department of Education Red, White & Blue kick-off meeting on October 5, 2017. The Commissioner of Education and the Secretary of State attended the event, which included a panel discussion with Amity Regional High School teacher, LeeAnn Browett, and teachers from Enfield and Meriden. Last year, this initiative focused on teaching the national election. This year, the focus is on providing students with lessons, discussions, and community outreach for local elections.

Community Connections. Amity Middle School Bethany extended its cooperative work with Woodbridge Youth Services by helping to sponsor a student Back-To-School Bethwood

Bash/Fundraiser for Flood Victims, the Woodbridge Job Bank, and workshops for parents on internet safety and drug safety training.

Superintendent

Instructional Leadership. I visit each school on (at least) a weekly basis and make classroom observations a regular part of each trip. To date, I have visited more than 110 classrooms (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-sept-oct-2017>

Advisory Council Relating to Digital Citizenship, Internet Safety & Media Literacy. In response to Public Act 17-67 (<https://www.cga.ct.gov/2017/ACT/pa/pdf/2017PA-00067-R00SB-00949-PA.pdf>), I have been named to represent Connecticut Superintendents on the Connecticut Advisory Council Relating to Digital Citizenship, Internet Safety & Media Literacy.



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.

MINUTES

COMMITTEE MEMBERS PRESENT: Chairperson Ms. Pat Cardozo, Mr. John Belfonti (departed 6:35 pm), Mr. Christopher Browe (arrived 5:57 pm), and Ms. Amy Esposito

COMMITTEE MEMBERS ABSENT: Ms. Diane Urbano

STAFF MEMBERS PRESENT: Dr. Charles Dumais, Ms. Terry Lumas, Ms. Scott Cleary, and Mr. Jim Saisa.

A meeting of the Facilities Committee of the Amity Regional Board of Education was held on September 12, 2017 at 5:30 pm in the Conference Room at the Amity District Offices.

1. CALL TO ORDER: Ms. Cardozo called the meeting to order at 5:40 pm.

2. PROJECT UPDATES:

- A. HVAC – Amity Middle School, Bethany Campus
- B. HVAC – Amity Regional High School
- C. Tennis courts – Amity Regional High School
- D. Consumer Science Classroom – Amity Regional High School
- E. Parking lot paving – Amity Regional High School

Mr. Saisa gave an update on each project. All work was completed on time or ahead of schedule and at or under budget, with the exception of the Consumer Science classroom project. There was a cost overrun of approximately \$53,000 for the Consumer Science classroom renovation due to a fire code requirement for a higher rated ventilation hood. Mr. Saisa answered all questions from the Committee members.

3. CAPITAL NONRECURRING RESERVE BALANCES

Ms. Lumas presented the figures for the latest completed capital projects, along with the rebates. This money, \$332,000, is available to be designated by the Board of Education. Ms. Lumas also highlighted the costs of the projects that are ongoing/not yet completed. She also went over the bonded projects' costs and estimated that there could be about \$397,000 remaining after all the bills are paid.

A. Potential Uses of Funds

Ms. Lumas explained how these funds could be designated, either within the scope of work already completed or outside the scope of work. The \$397,000 amount can be designated by the Board of Education for projects that would be expanded in scope (for example, more paving, additional air handlers, etc.) A District Meeting would be required to spend the funds on projects outside the scope of the bonded projects so the member towns could vote on the use. The Committee discussed all the potential uses for these funds, considering what the best and wisest uses might be and considering the recommendations from Mr. Saisa and Dr. Dumais.

4. FIVE-YEAR CAPITAL PLAN**A. 2019-2020 Bond**

The Committee discussed the capital plan and possible use of available funds in the Capital Nonrecurring Fund to decrease the next bond or decrease the budget. After much discussion it was agreed that Ms. Lumas will make a recommendation for the use of funds at the next Board meeting to include \$192,000 for engineering studies and \$195,000 for air handler replacement.

5. WOODBRIDGE SHARING OF SERVICES

Dr. Dumais spoke about possible shared services with Woodbridge for supervision of facilities due to a Woodbridge staff vacancy. The Committee discussed the legal and insurance concerns, union contract, salary/payment for the manager, and other concerns. Dr. Dumais will develop a job description and cost for shared services with Woodbridge while investigating the legalities. There was also discussion of possible social events for all four Boards of Education to foster relationships between the members.

6. ADJOURN

Motion by Mr. Browe, 2nd by Ms. Esposito to adjourn at 7:03 pm.

Vote in favor, 2-0 (Mr. Browe and Ms. Esposito)

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

September, 2017

CLEAN

SAFE

HEALTHY

SCHOOLS

Amity Regional School District No. 5

Facilities Department Monthly Report

Completed Projects:

- The ice machine at the stadium field house quit working. Our in-house personnel ordered the parts and completed the repair.
- The ice machine in the culinary classroom at Amity Regional High School quit working. Our in-house personnel ordered the parts and completed the repair.
- The HVAC upgrade project at Amity Middle School, Bethany Campus, has been completed.
- The parking lot replacement project at Amity Regional High School was completed.
- The air handler replacement project at Amity Regional High School was completed.
- The dugouts on the baseball field at Amity Regional High School were repainted.
- The sign posts in front of Amity Middle School, Bethany Campus, were repainted.
- The chiller at Amity Middle School, Orange Campus, developed a problem with one of the sections. Replacement parts were ordered and installed by Trane.
- Appropriately sized toilets were ordered and installed in the new Special Education room at Amity Regional High School.
- Numerous start-of-school projects, such as hanging bulletin boards and assembling furniture, were completed at all three schools.

Projects in process:

- Two remaining bond referendum projects are actively being worked on. The tennis courts are done. The new windscreen for the courts has been ordered. The culinary classroom renovation is in progress.
- De-stratification fans were ordered for the Student Street corridor at Amity Regional High School. The fans were installed by in-house personnel and are operational. We have our controls contractor scheduled to program the control sequence.
- Preventive Maintenance on the snow removal equipment has been started so we are ready for the winter season.
- The heat exchanger at Amity Regional High School was damaged during an overheating event. It is currently being rebuilt and safeguards are being installed to prevent a future occurrence.

Outstanding issues to be addressed:

- None at this time.

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864





Amity Regional High School (ARHS) Summer Project Wrap-up

Inside this issue:

<i>Middle School Highlights</i>	2
<i>News and Initiatives</i>	3
<i>Wrap-up</i>	4

Special points of interest:

- Seventy four total cement trucks were needed to pour the slab for the post-tension concrete tennis courts
- 145,000 square feet of asphalt was removed and replaced as part of phase 1 of the Amity Regional High School parking lot replacement project

It was a busy summer at ARHS with numerous projects being accomplished at the same time summer school, and Community Ed were going on. Listed below are some of the improvements that staff and students will realize for the 2017/18 school year:

- All of the corridors were repainted
- New speakers were installed on the stadium football field to enhance sound quality
- Seasonal PM's were completed on all HVAC equipment
- A new ice machine was installed in the trainers area by the weight room
- Three complete ductwork systems were professionally cleaned
- The concrete floor in the John J. Brady Center was repainted
- The domestic hot water circulation system was re-piped to improve hot water availability throughout the building
- Two backflow valves were rebuilt
- One of the main storm drains had become clogged with tree roots. 16 feet of drainage pipe



New air handler serving the world language wing

was replaced to prevent parking lot flooding

- Several dead trees were removed to prevent building damage
- Exterior mortar repairs were completed in-house

Other Improvements at ARHS

Phase one of the parking lot replacement was accomplished. The tennis courts were replaced with post-tensioned concrete courts. The air handlers that feed the middle gym, the kitchen, and the world language classroom wing were all replaced with new ones. The

vinyl tile floors in the science and technical education wing corridors were replaced on first and second floors. A moisture mitigation system was installed on the first floor corridors to keep ground moisture at bay. A fenced educational area for honey bees was constructed on

the roof outside the mezzanine. New cabinetry was installed in the field house kitchen. A fiber optic line was run from the main building to the field house to enhance communication capabilities between the buildings, especially the HVAC equipment.

Bethany Accomplishments



New Safety Strap on Basketball Goals

Our staff did an outstanding job readying the building for school. All rooms were thoroughly cleaned and the corridors were repainted. The gym ductwork was professionally cleaned and the exterior insulation of the ductwork was replaced due to weather deterioration. The HVAC upgrade project was completed in all classrooms and locker rooms. The ductwork scheme was reworked to provide better air circulation and new controls

were added to provide better thermal comfort. Instead of just controlling to temperature, we will now control for humidity, CO2 and temperature. New safety straps were installed on the basketball hoops in the gym. LED bulbs were installed in the can-light fixtures in the front entrance and library. Several dead trees were removed to prevent building damage. Rear bleacher boards were installed on the gymnasium bleachers to prevent litter

and debris from falling under the bleachers, making it much easier to keep clean. The sign posts were repainted in the front of the building. The parking lot lines were repainted as were the fire lane markings. Casters were added to most heavy cabinets to make moving them out of the rooms for summer cleaning easier and safer. A battery back-up system was added to the Johnson Controls computer to prevent it from shutting down.

Orange Recap

"As you know we had many projects to improve the building during this past summer. I just wanted to share with you the pride I feel as a Head Custodian being in charge of the best custodial crew I've ever had. Despite having to work around the contractors, my crew came together with the can do attitude they're known for. They have performed above and beyond what was expected of them and came through on time with excellent results! It's a pleasure being in charge of people of this caliber".

Earl Potter
Head Custodian
Amity Regional High School

The custodial staff did an outstanding job preparing the school. Every room was cleaned, the corridors were all painted, and all preventive maintenance was done on the air handling equipment. The floor in the Industrial Arts room was repainted. New shelving was installed in every locker. This will not only give the kids more storage, but the

integrity of the locker openings is strengthened, reducing locker problems. The hillside by the baseball field was overgrown with brush. All brush was cut down making it look much better and making it easier to find foul balls. The gym duct work was cleaned by a professional company. Safety straps were installed on the basketball hoops in the gym.

The parking lot lines were repainted by in-house personnel. The outdoor basketball hoop was repaired after damage by the snow plow. All shrubbery that borders classroom windows was trimmed to make visibility better. Water bottle fillers were added to the drinking fountains. The floats in the septic system were replaced to ensure proper operation.

Hillside Brush Clearing and Shop Floor Paint



New Honey Bee Enclosure



Amity Fuel Cell and Microgrid Update

The fuel cell was completed in December, 2016. The heat exchanger portion of the project has been working as designed to save Amity money on heating the high school building and domestic hot water loop. Only on the coldest days did one of our boilers kick on to maintain the heating loop temperature. Prior to the heat exchanger, two to three boilers would run to keep up with demand. The microgrid portion of the project is nearing

completion. In case of an extended power outage, the microgrid will completely power Amity Regional High School and all of the essential town buildings in Woodbridge, including the police and fire stations, town hall, and the public works garage. This will enable all key facilities to be fully functional during times of emergency. The estimated completion date for final cut-overs and full microgrid testing is October 29, 2017.



Security and Safety Enhancements

Additional card access door locks were installed at all three schools. This makes it more efficient for staff to enter the building during the school day. Additional security cameras were installed on the perimeter of Amity Regional High School. This will make monitoring of traffic entering and leaving the campus more efficient. Additional interior cam-

eras were also installed to cover newly found blind spots. Seven new cameras were installed at each middle school. The previous cameras covered all of the entrances, but the new ones installed in the middle of the corridors will allow for better coverage of the building interior. Six new radios were purchased and put into use at Amity High School to

replace old units that were not cost effective to repair. The high school administrator radios have all been updated with a Digital Chat channel, that does not work off the repeater, and therefore is a more secure channel that will allow users to communicate without potentially being monitored by scanners. This provides another layer of secure communication.

"Being new to Amity, I was very impressed with the cleanliness of the building. The hallways and lobby are maintained throughout the school day thus keeping the environment safe and inviting. The attention to detail shown by all the custodians reflects a sense of pride in their work and a commitment to supporting an environment that supports student learning.

Any maintenance or repairs are generally addressed quickly and thoroughly. In addition, facilities personnel are proactive in their approach conducting regular inspections of systems thus limiting unexpected problems.

Kathy Burke

Principal

Amity Middle School, Orange Campus

Moisture Mitigation and New Corridor Flooring



Amity Regional School District No. 5

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Meet Tracy Daigle

Tracy Daigle is the Facilities Coordinator for the District. Tracy has excellent organizational skills and is responsible for the scheduling of code-related inspections, outside contractor work, and corrective maintenance requests. Tracy was instrumental in implementing a web-based calendar system, which was a very time-consuming process. She is fastidious about keeping accurate records and helps to audit invoices to ensure we are accurately charged. The Facilities Department processes a great deal of purchase orders, and Tracy's attention to detail assures all purchases are accounted for. In her spare time, Tracy enjoys cooking, drawing, graphic arts, and riding motorcycles with her husband Joe. Tracy is the key to keeping the Department running smoothly.

Middle School HVAC Upgrades

Thanks to the support of the Amity Board of Education, we were able to accomplish major HVAC upgrades at both middle schools the past two years. The supply air diffusers were evenly distributed around the classrooms to provide better air distribution. New controls were added to control for humidity and CO2 in addition to temperature. Transfer ducts were added to the locker rooms to enable pulling cool dry air from the gym to condition the locker rooms instead of flooding them with humid outside air on muggy days. The projects will provide better thermal comfort as well as energy savings.

New Tennis Courts Ready for Play



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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2016-2017	2017-2018	SEPT '17	CHANGE	OCT '17	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	MEMBER TOWN ALLOCATIONS	46,289,573	48,250,162	48,250,162	0	48,250,162	0	FAV
2	OTHER REVENUE	179,151	136,510	193,294	6,000	199,294	62,784	FAV
3	OTHER STATE GRANTS	1,012,502	0	0	0	0	0	FAV
4	MISCELLANEOUS INCOME	55,402	46,000	46,000	0	46,000	0	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	TOTAL REVENUES	47,543,119	48,439,163	48,495,947	6,000	48,501,947	62,784	FAV
7	SALARIES	24,458,191	25,474,101	25,474,101	(58,790)	25,415,311	(58,790)	FAV
8	BENEFITS	6,002,563	6,418,372	6,418,732	0	6,418,732	360	UNF
9	PURCHASED SERVICES	7,498,587	8,394,700	7,853,299	(104,111)	7,749,188	(645,512)	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	2,898,115	(10,000)	2,888,115	(9,848)	FAV
12	EQUIPMENT	180,929	322,392	322,392	0	322,392	0	FAV
13	IMPROVEMENTS / CONTINGENCY	62,460	367,000	367,000	0	367,000	0	FAV
14	DUES AND FEES	136,290	157,985	157,985	0	157,985	0	FAV
15	TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	45,749,617	48,439,163	47,898,274	(172,901)	47,725,373	(713,790)	FAV
17	SUBTOTAL	1,793,502	0	597,673	178,901	776,574	776,574	FAV
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	NET BALANCE / (DEFICIT)	1,793,502	0	597,673	178,901	776,574	776,574	FAV

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

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2016-2017	2017-2018	SEPT '17	CHANGE	OCT '17	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./ (DECR.)	FORECAST	OVER/ (UNDER)	UNF
1	BETHANY ALLOCATION	9,437,981	9,495,632	9,495,632	0	9,495,632	0	FAV
2	ORANGE ALLOCATION	22,561,538	24,017,483	24,017,483	0	24,017,483	0	FAV
3	WOODBIDGE ALLOCATION	14,290,054	14,737,047	14,737,047	0	14,737,047	0	FAV
4	MEMBER TOWN ALLOCATIONS	46,289,573	48,250,162	48,250,162	0	48,250,162	0	FAV
5	ADULT EDUCATION	3,177	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	30,109	29,000	29,000	0	29,000	0	FAV
7	INVESTMENT INCOME	16,565	10,000	10,000	6,000	16,000	6,000	FAV
8	ATHLETICS	23,230	23,000	23,000	0	23,000	0	FAV
9	TUITION REVENUE	86,570	49,368	106,152	0	106,152	56,784	FAV
10	TRANSPORTATION INCOME	19,500	22,100	22,100	0	22,100	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	179,151	136,510	193,294	6,000	199,294	62,784	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,012,502	0	0	0	0	0	FAV
15	OTHER STATE GRANTS	1,012,502	0	0	0	0	0	FAV
16	RENTAL INCOME	19,988	21,000	21,000	0	21,000	0	FAV
17	DESIGNATED FROM PRIOR YEAR	0	0	0	0	0	0	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	MISCELLANEOUS INCOME	55,402	46,000	46,000	0	46,000	0	FAV
21	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
22	TOTAL REVENUES	47,543,119	48,439,163	48,495,947	6,000	48,501,947	62,784	FAV

Column 7: FAV=Favorable Variance

Revenues: At or OVER budget

Expenditures: At or UNDER budget

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2016-2017	2017-2018	SEPT '17	CHANGE	OCT '17	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	20,160,267	20,975,448	20,975,448	(34,357)	20,941,091	(34,357)	FAV
2	5112-CLASSIFIED SALARIES	4,297,924	4,498,653	4,498,653	(24,433)	4,474,220	(24,433)	FAV
3	SALARIES	24,458,191	25,474,101	25,474,101	(58,790)	25,415,311	(58,790)	FAV
4	5200-MEDICARE - ER	333,749	353,376	353,376	0	353,376	0	FAV
5	5210-FICA - ER	272,102	277,127	277,127	0	277,127	0	FAV
6	5220-WORKERS' COMPENSATION	232,488	251,584	251,584	0	251,584	0	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,820,370	4,369,049	4,369,049	0	4,369,049	0	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	0	44,211	0	FAV
10	5275-DISABILITY INSURANCE	9,276	9,373	9,733	0	9,733	360	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	54,384	0	54,384	0	FAV
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	BENEFITS	6,002,563	6,418,372	6,418,732	0	6,418,732	360	UNF
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	19,287	15,500	15,500	0	15,500	0	FAV
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	1,277,466	0	1,277,466	0	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	2,744,869	(101,829)	2,643,040	(285,033)	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	172,374	0	172,374	0	FAV
25	5560-TUITION EXPENSE	3,235,655	3,486,509	3,128,312	(2,282)	3,126,030	(360,479)	FAV
26	5590-OTHER PURCHASED SERVICES	85,400	87,886	87,886	0	87,886	0	FAV
27	PURCHASED SERVICES	7,498,587	8,394,700	7,853,299	(104,111)	7,749,188	(645,512)	FAV

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

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2016-2017	2017-2018	SEPT '17	CHANGE	OCT '17	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
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	DEBT SERVICE	4,709,213	4,406,650	4,406,650	0	4,406,650	0	FAV
31	5410-UTILITIES, EXCLUDING HEAT	669,181	681,950	682,102	(10,000)	672,102	(9,848)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	703,831	720,055	720,055	0	720,055	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	361,671	385,274	385,274	0	385,274	0	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	53,845	0	53,845	0	FAV
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	SUPPLIES (INCLUDING UTILITIES)	2,701,384	2,897,963	2,898,115	(10,000)	2,888,115	(9,848)	FAV
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	EQUIPMENT	180,929	322,392	322,392	0	322,392	0	FAV
45	5715-IMPROVEMENTS TO BUILDING	32,160	51,000	51,000	0	51,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	9,775	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(9,775)	0	0	0	0	0	FAV
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	IMPROVEMENTS / CONTINGENCY	62,460	367,000	367,000	0	367,000	0	FAV
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	DUES AND FEES	136,290	157,985	157,985	0	157,985	0	FAV
53	5856-TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
54	ESTIMATED UNSPENT BUDGETS		0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	45,749,617	48,439,163	47,898,274	(172,901)	47,725,373	(713,790)	FAV

Column 7: FAV=Favorable Variance

Revenues: At or OVER budget

Expenditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES & EXPENDITURES BY CATEGORY
FINANCIAL ANALYSIS
FOR THE FISCAL YEAR 2017-2018**



OCTOBER 2017

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 **\$776,574 FAV** (previously **\$597,673 FAV**), which appears on page 1, column 6, line 20.

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$62,784 FAV** previously **\$56,784 FAV**, which appears on page 2, column 6, line 22.

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 \$6,000 FAV more than anticipated.*

<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%

LINE 8 on Page 2: ATHLETICS:

The forecast is based on a historical analysis.

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 \$56,784 FAV previously \$56,784 FAV.

LINE 10 on Page 2: TRANSPORTATION INCOME:

The forecast is based on projected State payments for magnet school transportation only.

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.

LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on a historical analysis.

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 *\$713,790 FAV previously \$540,889 FAV*, which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

The current forecast projects \$34,357 FAV variance. Unpaid leaves of absences account for \$19,877 FAV and approximately \$15,000 FAV in staff changes.

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

The current forecast projects \$24,433 FAV variance due to staff changes.

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.

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 neutral, currently claims and fees are \$205,895 FAV previously \$62,291 FAV.* Other projections such as employee contribution and employer HSA deposits are not yet finalized.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2017-2018 ACTUAL	2017-2018 BUDGET	VARIANCE	2016-2017 ACTUAL	2015-2016 ACTUAL
<i>JUL</i>	\$ 254,849	\$ 376,127	\$ (121,278)	\$ 309,902	\$ 424,798
<i>AUG</i>	\$ 374,433	\$ 376,127	\$ (1,695)	\$ 466,996	\$ 298,314
<i>SEP</i>	\$ 219,176	\$ 376,127	\$ (156,951)	\$ 250,040	\$ 311,187
OCT	\$ 376,127	\$ 376,127	\$ -	\$ 250,625	\$ 316,592
NOV	\$ 376,127	\$ 376,127	\$ -	\$ 307,308	\$ 382,903
DEC	\$ 376,127	\$ 376,127	\$ -	\$ 482,363	\$ 416,646
JAN	\$ 376,127	\$ 376,127	\$ -	\$ 178,047	\$ 382,654
FEB	\$ 376,127	\$ 376,127	\$ -	\$ 308,703	\$ 253,140
MAR	\$ 376,127	\$ 376,127	\$ -	\$ 282,399	\$ 360,554
APR	\$ 376,127	\$ 376,127	\$ -	\$ 219,690	\$ 479,532
MAY	\$ 376,127	\$ 376,127	\$ -	\$ 449,993	\$ 370,820
JUN	\$ 376,127	\$ 376,127	\$ -	\$ 301,248	\$ 320,630
TOTALS	\$ 4,233,600	\$4,513,524	\$ (279,924)	\$3,807,314	\$4,317,770

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 FORECAST
87.3%	99.9%	85.2%	100.0%	93.8%

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)

MONTH	2017-2018 ACTUAL	2017-2018 BUDGET	VARIANCE	2016-2017 ACTUAL	2015- 2016 ACTUAL
JUL	\$ 84,939	\$ 60,539	\$ 24,400	\$ 79,407	\$ 95,297
AUG	\$ 96,820	\$ 60,539	\$ 36,281	\$ 101,465	\$ 87,514
SEP	\$ 73,886	\$ 60,539	\$ 13,347	\$ 75,692	\$ 73,583
OCT	\$ 60,539	\$ 60,539	\$ -	\$ 80,902	\$ 76,154
NOV	\$ 60,539	\$ 60,539	\$ -	\$ 46,802	\$ 41,351
DEC	\$ 60,539	\$ 60,539	\$ -	\$ 42,983	\$ 40,224
JAN	\$ 60,539	\$ 60,539	\$ -	\$ 41,762	\$ 29,552
FEB	\$ 60,539	\$ 60,539	\$ -	\$ 42,203	\$ 38,454
MAR	\$ 60,539	\$ 60,539	\$ -	\$ 42,080	\$ 39,472
APR	\$ 60,539	\$ 60,539	\$ -	\$ 42,032	\$ 39,177
MAY	\$ 60,539	\$ 60,539	\$ -	\$ 42,101	\$ 28,560
JUN	\$ 60,539	\$ 60,539	\$ -	\$ 41,807	\$ 28,670
TOTALS	\$ 800,497	\$ 726,468	\$ 74,029	\$ 679,235	\$ 618,008

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 budget.*

LINE 20: 5330-PROFESSIONAL TECHNICAL SERVICES:

Legal costs are projected to be on budget at this point. Administrative legal services are \$4,114 YTD, Board directed legal services are \$592 YTD, Negotiation legal services are \$833 YTD, Personnel legal services are \$ 0 YTD and Special Education legal services are \$9,801 YTD.

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of \$285,033 FAV (previously \$183,204 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 25 on Page 3: 5560-TUITION EXPENSE:

Tuition has a projected variance of **\$360,479 FAV (previously \$358,197)**. 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 **\$6,368 UNF previously \$7,278 FAV**. Vo-Ag Enrollment is up by two students. Magnet/Charter school enrollment is up by 1 student.

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

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

ECA has a projected variance of **\$16,200 FAV due to lower enrollment**.

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

Public (ACES) and private out-of-district placements has a projected variance **of \$350,647 FAV previously \$348,365 FAV**.

	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	24
Totals	31	34	33	35	34	34

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. Only one invoice has been received to date, no variance is projected.

ELECTRICITY (KILOWATT HOURS)

MONTH	2017-2018 FORECAST	2017-2018 BUDGET	VARIANCE	2016-2017 ACTUAL	2015-2016 ACTUAL
<i>JUL</i>	<i>259,046</i>	341,940	<i>(82,894)</i>	308,892	339,296
<i>AUG</i>	<i>286,777</i>	361,857	<i>(75,080)</i>	363,040	374,855
SEP	356,339	356,339	-	336,638	361,951
OCT	298,918	298,918	-	280,809	293,904
NOV	289,527	289,527	-	283,913	276,758
DEC	290,763	290,763	-	271,495	269,037
JAN	300,469	300,469	-	271,495	273,192
FEB	306,991	306,991	-	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	<i>3,656,006</i>	<i>3,813,980</i>	<i>(157,974)</i>	<i>3,503,753</i>	<i>3,651,004</i>

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. *To date we have used 545,823 KWH at an average cost of \$0.1797/kwh. The forecast projects a surplus of \$10,000 FAV.*

The budget for propane is \$3,000. The forecast is \$2,100 or \$900 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 8 degree days through September, 2017 as opposed to 7 last year

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.

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.

APPENDIX A

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

TOTAL ANNUAL SAVINGS TO-DATE OF: \$21,413

\$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 by 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.

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

- **Energy Savings Initiatives for the past decade**
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=30983906>
- **District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies**
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=27984932>
- **Fiscal Year 2016-2017 – \$595,302**
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=50880359>
- **Fiscal Year 2015-2016 – \$125,911**
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=27984930>
- **Fiscal Year 2014-2015 – \$139,721**
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=27984928>

APPENDIX B

MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

PURPOSE & METHODOLOGY:

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

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

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

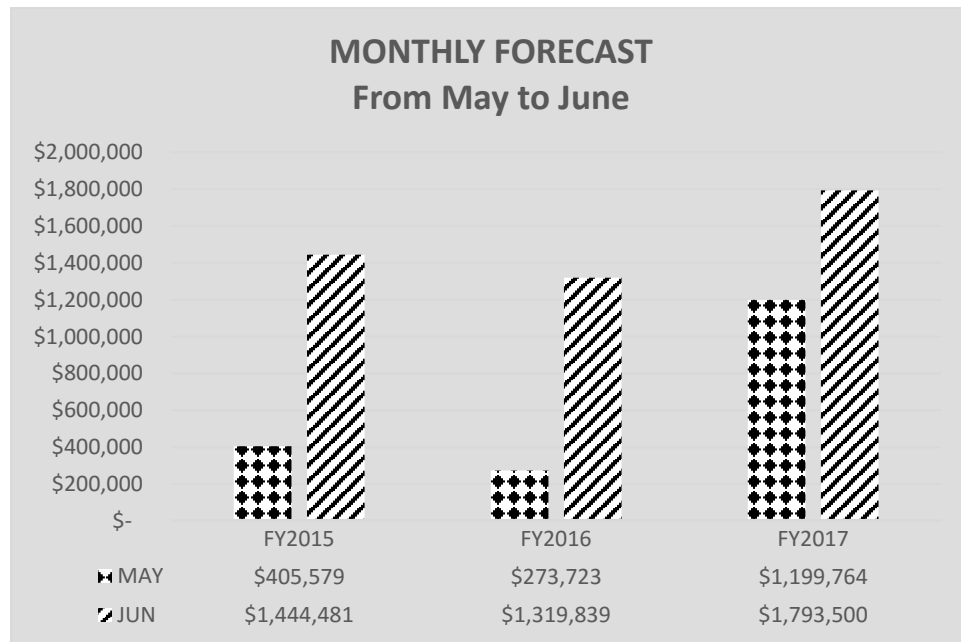
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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

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

HISTORICAL:

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



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

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 *preliminary, unaudited* fund balance for 2016-2017 is \$1,793,500. 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 30th 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**

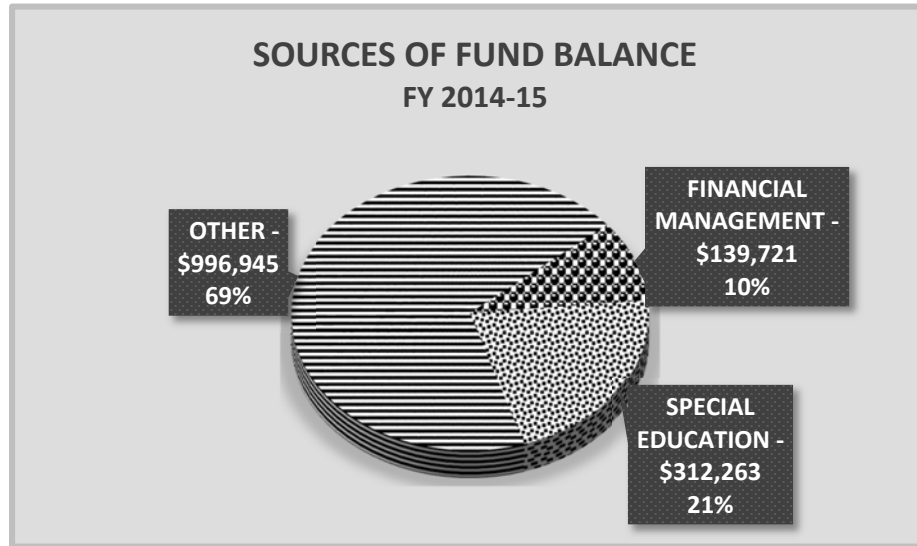
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

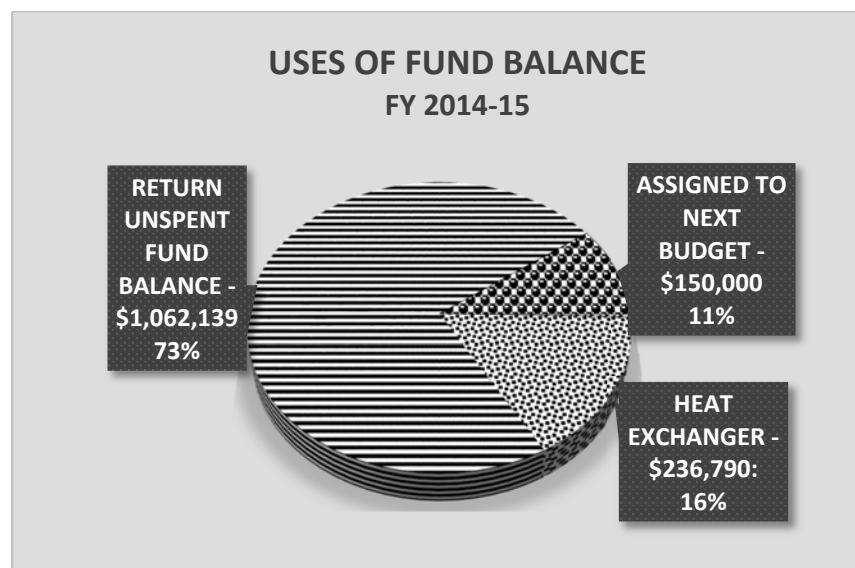
The primary sources of the fund balance are shown graphically below:



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>
Total	\$1,062,139

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 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. Once the audit is final for 2015-2016, the funds will be returned.

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

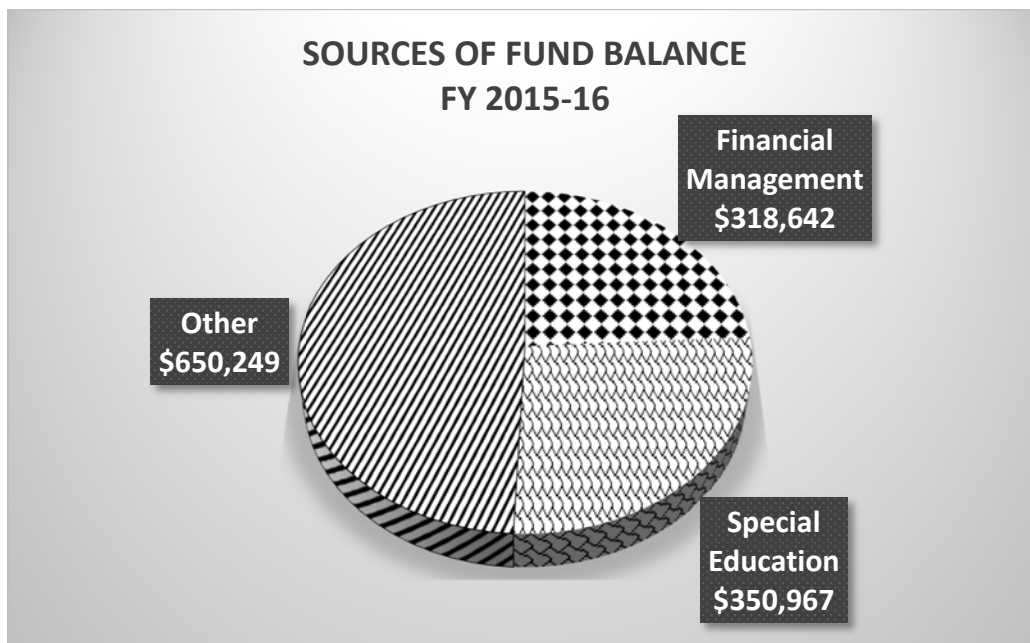
\$30,315: The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

\$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.

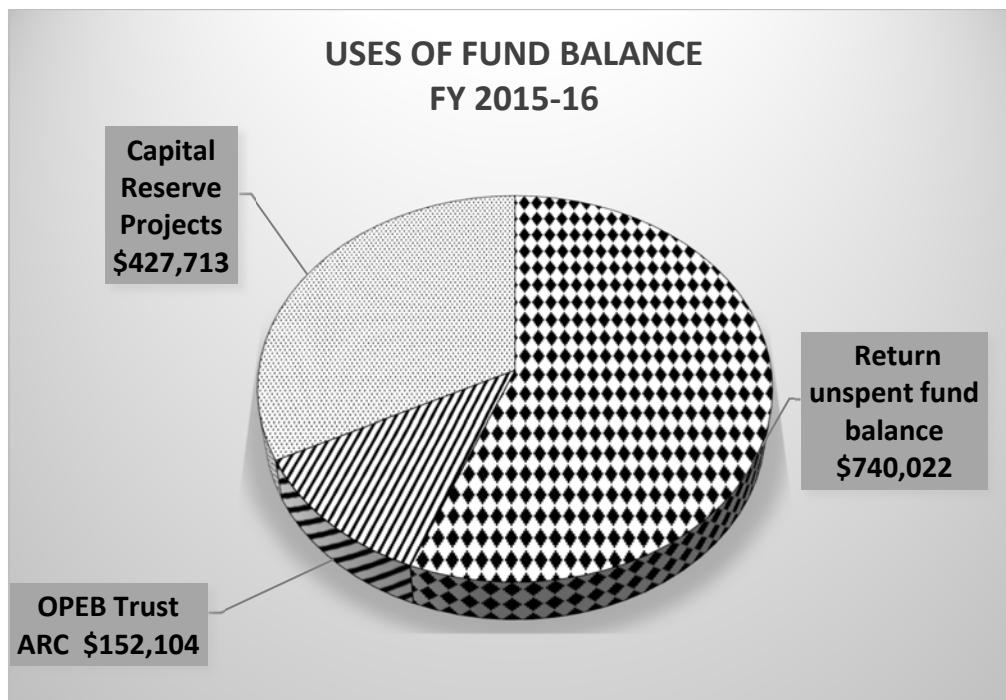
\$42,438: Transportation costs were less for athletics and less diesel fuel was used for all bus services than anticipated.

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>
Total	\$ 740,022

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 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. Once the audit is final for 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 preliminary, unaudited fund balance for 2016-2017 is \$1,793,500. 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):

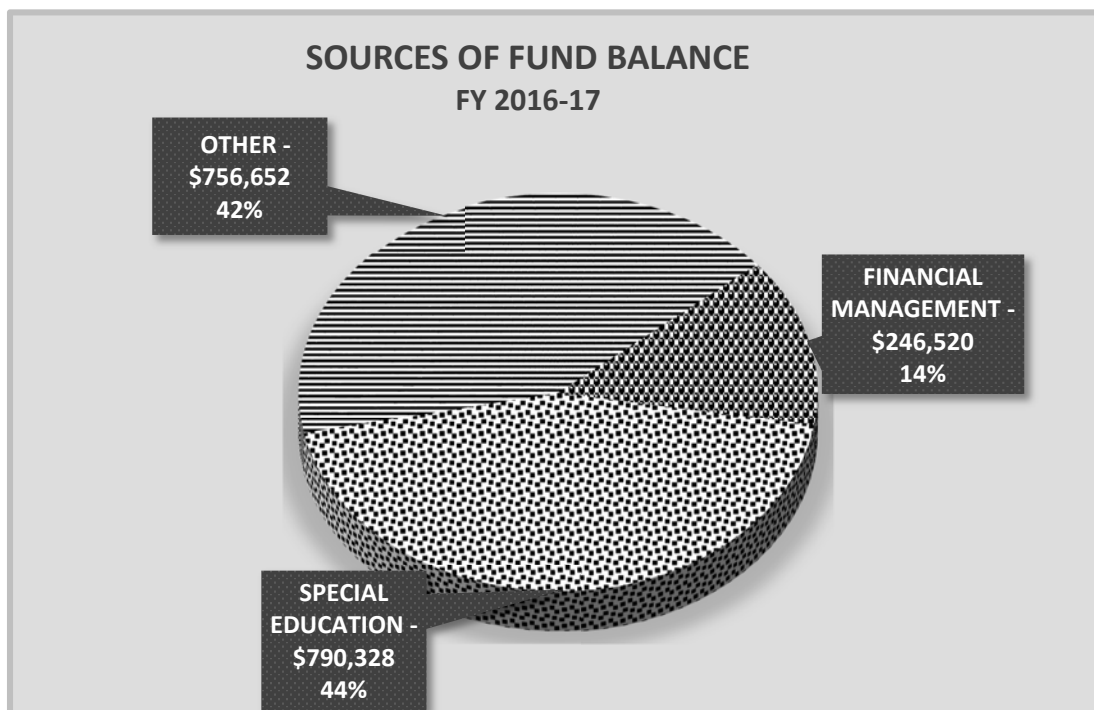
\$ 756,654

\$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.

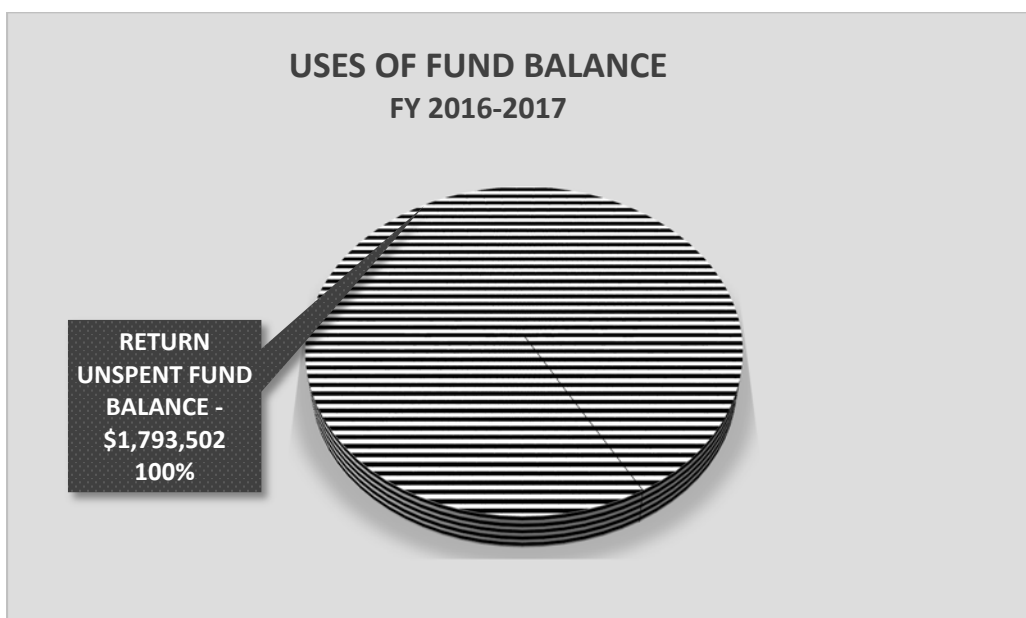
The primary sources of the fund balance are shown graphically below:



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

1. **\$1,793,500** - Estimated return of unspent fund balance pending audit and approval of funding requests

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

Bethany	\$ 365,677
Orange	\$ 874,152
Woodbridge	\$ 553,671
Total	\$1,793,500

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & 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	5515	OUT DISTRICT - PUBLIC REG ED	\$ 77.00 TRANSPORTATION ECA
September 2017	94	05142700	5512	VO-AG/VO-TECH 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	04132140	5690	OTHER SUPPLIES	\$ 275.00 TESTING MATERIALS
September 2017	121	04132190	5590	OTHER PURCHASED SERVICES	\$ -275.00 TESTING MATERIALS
September 2017	304	03142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ 296.00 wires for field speakers
September 2017	304	03113202	5690	OTHER SUPPLIES	\$ -296.00 wires for field speakers

AMITY REGIONAL SCHOOL DISTRICT NO. 5
AUDIT STATUS REPORT
JUNE 30, 2017

Status Report as of September 28, 2017

	TESTWORK % COMPLETE	REVIEW % COMPLETE	STATUS/ISSUES
Planning Procedures	100%	100%	No issues noted. Partner review complete.
Documentation and Testing of Internal Control			
Documentation of internal control and system walk throughs	100%	100%	No issues noted. Partner review complete.
Non-Payroll Expenditure Testing	100%	100%	No issues noted. Partner review complete.
Payroll Expenditure Testing	100%	100%	No issues noted. Partner review complete.
Major Federal Program Compliance Testing			
N/A	N/A	N/A	Federal Single Audit not required. Federal funding received by the District did not meet or exceed the threshold of \$750,000.
Major State Program Compliance Testing			
Open Choice	100%	90%	No issues noted. Partner review in process.
Interdistrict Cooperative Grant - LUCID	100%	90%	No issues noted. Partner review in process.
Opinion Unit Substantive Testing			
Government-wide	50%	0%	Government-wide substantive testing is currently underway.
General Fund	100%	75%	No issues noted. Partner review in process.
Internal Service Fund	100%	75%	No issues noted. Partner review in process.
Aggregate Remaining Fund Information	100%	75%	No issues noted. Partner review in process.
Financial Reporting			
Financial Statements	50%	0%	Financial Statement preparation is process and will be completed once Government-Wide testing is complete.
Single Audit Reports	75%	15%	State Single Audit Report is in the process of being finalized.
ED001	0%	0%	Audit team will return on October 27th to complete the ED001.

Items Needed for Completion of Audit

- 1.) ED001 - State of CT Desk Audit Finding Reports are not released until mid-October. Testing to be finalized upon release of this information.
- 2.) Valuations and disclosures related to the District's Pension Plan, Other Post Employment Benefits Plan and the Sick and Severance Plan.

Potential Audit Hold-ups

- 1 No audit hold ups are anticipated.

Other

The District is required to implement the provisions of Governmental Accounting Standards Board (GASB) Statement No. 74, *Financial Reporting for Postemployment Benefit Plans other than Pension Plans*, GASB Statement No. 77, *Tax Abatement Disclosures*, GASB Statement No. 78, *Pensions Provided through Certain Multiple Employer Defined Benefit Pension Plans*, GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, GASB Statement No. 80, *Blending Requirements for Certain Component Units—an amendment of GASB Statement No. 14*, and GASB Statement No. 82, *Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73*.

The adoption of GASB Statements No. 77, 78, 79, 80 and 82 will not have a material effect on the District's financial statements.

GASB Statement No. 74 establishes new accounting and financial reporting requirements for OPEB plans and replaces the requirements of GASB Statements No. 43, *Financial Reporting for Postemployment Benefit Plans other than Pension Plans, as amended*, and GASB Statement No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*. The District will be required to obtain an updated actuarial valuation and a disclosure report that complies with the requirements of GASB Statement No. 74. We have not identified any potential delays as a result of implementing this statement.

**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
POLICY COMMITTEE
MINUTES SEPTEMBER 18, 2017 MEETING**

COMMITTEE MEMBERS PRESENT: Chairperson Tom Hurley, Ms. Paula Cofrancesco, Ms. Sue Cohen, and Ms. Sheila McCreven.

COMMITTEE MEMBERS ABSENT: Co-Chairperson Diane Urbano

STAFF MEMBERS PRESENT: Dr. Charles Dumais

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on September 18, 2017 at 5:30 p.m. in the District Office Conference Room.

1. CALL TO ORDER

Chairperson Hurley called the meeting to order at 5:31 p.m.

2. APPROVAL OF MINUTES

August 21, 2017

(enclosure)

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

Ms. McCreven noted that the page header in the minutes was missing from pages 2 and 3.

Mr. Hurley called for a vote to accept the minutes as corrected.

Vote in favor, 3-0 (Ms. Cohen, Ms. Cofrancesco, Ms. McCreven)

Motion carried

3. PUBLIC COMMENT

None

4. DISCUSSION AND POSSIBLE ACTION ON BYLAW 9132.6 (enclosure)

Dr. Dumais stated that a legal opinion/response was received from Berchem and Moses to the questions that the Board of Education posed at their September meeting and that a response from CABE will be received by Tuesday, September 19, 2017. Dr. Dumais read the answers to the questions to the Committee. The Committee engaged in lengthy discussion regarding the answers to the questions as well as other definitions and concerns as they pertain to Bylaw 9132.6.

POLICY COMMITTEE MINUTES SEPTEMBER 18, 2017 MEETING (page 2 of 4)

Motion by Ms. McCreven to hold action on Bylaw 9132.6 until after the Special Board of Education meeting on September 25, 2017.

Vote in favor, 1 (Ms. McCreven)

Vote opposed, 2 (Ms. Cofrancesco, Ms. Cohen)

Motion defeated

Motion by Ms. Cohen to eliminate sentence regarding notification (page c, 2nd paragraph) "In such case, the Board will provide public notice in local newspapers that the proposed budget was not recommended by the AFC."

Vote in favor, 2 (Ms. Cofrancesco, Ms. Cohen)

Vote opposed, 1 (Ms. McCreven)

Motion carried

Motion by Ms. McCreven to add a sentence in place of the deleted sentence to read, "In all cases the Board will include the individual votes of the AFC members and the BOE members in the explanatory text."

Vote, in favor, 1 (Ms. McCreven)

Vote, opposed, 2 (Ms. Cofrancesco, Ms. Cohen)

Motion defeated

5. DISCUSSION AND POSSIBLE ACTION ON 1000 SERIES

Chairperson Hurley opened discussion on the 1000 Series by beginning with Policy 1140.1.

Policy 1140.1

There is no current policy, and Dr. Dumais does not deem it necessary to add this policy.
Discussion followed.

Motion by Ms. Cohen that policy 1140.1 not be added.

Vote in favor, 3-0 (Ms. Cohen, Ms. Cofrancesco, Ms. McCreven)

Motion carried

Policy 1150

There is no current policy. Discussion followed.

Motion by Ms. McCreven to table further discussion on Policy 1150 pending research by Dr. Dumais.

Vote in favor, 3-0 (Ms. Cohen, Ms. Cofrancesco, Ms. McCreven) Motion carried

Policy 1160

There is no current policy. Discussion followed.

POLICY COMMITTEE MINUTES SEPTEMBER 18, 2017 MEETING (page 3 of 4)

Motion by Ms. Cohen that policy 1160 not be added.

Vote in favor, 3-0 (Ms. Cohen, Ms. Cofrancesco, Ms. McCreven)

Motion carried

Policy 1170

This is a current policy. Discussion followed regarding this policy and its link to Policy 7551. The Committee decided to keep the policy intact and add a reference to Policy 7551.

Motion by Ms. McCreven to keep this policy intact, add a reference to Policy 7551, and move it to the BOE for a first read.

Vote in favor, 3-0 (Ms. Cohen, Ms. Cofrancesco, Ms. McCreven)

Motion carried

Policy 1180

Motion by Ms. Cohen to keep this policy intact and move it to the BOE for a first read.

Vote in favor, 3-0 (Ms. Cohen, Ms. Cofrancesco, Ms. McCreven)

Motion carried

Policy 1120

There was a short discussion regarding Policy 1120 as it pertains to new policy recommendations that have just come out from the National Education Association (NEA) regarding immigration and ICE.

Policy 1411

Motion by Ms. McCreven to take Policy 1411 out of order and discussion tonight as it addresses a timely issue.

There was discussion; the Committee members had not read Policy 1411 and were not prepared to discuss it at this meeting.

Ms. McCreven amended her motion to request that policy 1411 be on the agenda for the Policy Committee meeting on October 23rd.

Vote in favor, 3-0 (Ms. Cohen, Ms. Cofrancesco, Ms. McCreven)

Motion carried

The Committee requested that Dr. Dumais include the four options for Policy 1411 in the packet for the BOE meeting on October 16th.

POLICY COMMITTEE MINUTES SEPTEMBER 18, 2017 MEETING (page 4 of 4)

Policy 1200

There is no current policy.

Motion by Ms. McCreven to table Policy 1200 until the next meeting for allow for further research and clarification.

Vote in favor, 3-0 (Ms. Cohen, Ms. Cofrancesco, Ms. McCreven)

Motion carried

Policy 1205

There is no current policy.

Policy 1210

This is a current policy.

Motion by Ms. McCreven to make changes to the text of Policy 1210 as follows: "parent, teacher, student organizations (PTSO)/parent, teacher organizations (PTO)," rather than "associations" and to move it to the BOE for a first read.

Discussion followed

Vote in favor, 3-0 (Ms. Cohen, Ms. Cofrancesco, Ms. McCreven)

Motion carried

6. OTHER

At the next meeting the Committee will begin with Policy 1411 and then move on in the 1200 series beginning with Policy 1212. The Committee members were requested to read ahead in the 1200 series to be prepared for the next meeting.

7. ADJOURN

Motion by Ms. Cofrancesco to adjourn at 7:31 pm

Vote in favor, 3-0 (Ms. Cohen, Ms. Cofrancesco, Ms. McCreven)

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Existing policy, number 1170 adopted 6/13/05, appropriate as written.

Community Relations

Recognition of Students, Citizens, Staff Members, and Members of the Board of Education

The Board of Education is committed to recognize and to honor citizens, students, staff, and groups whose distinguished or exceptional achievements benefit the school system. Persons so honored shall include retiring staff and Board members who have contributed to the school system over an extended period of time. The Board may extend recognition at Board meetings through letters of recognition, or other methods.

(cf. 7551 - Naming of Amity Regional School District No. 5 Facilities)

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Existing policy, number 1180 adopted 12/8/08, appropriate as written.

Community Relations

Memorials for Deceased Students or Staff

From time to time requests are made to honor a deceased student or employee of the Amity Regional School District. Recognizing that the loss of a member of the school community is deeply felt, our schools provide support for staff, students and families who feel the loss, and assist with connections to appropriate community resources.

The preferred method for memorializing a deceased member of the school community is by means of a memorial scholarship. Criteria for the memorial scholarship may be developed by the individual or group wishing to honor the deceased member of the community. Criteria shall be finalized in consultation with the high school Principal and the Director of Counseling Services. Memorial scholarship awardees shall be selected solely by the high school scholarship committee following the criteria established. Individuals or groups conveying the scholarship shall be invited to present the scholarship to the selected student(s) at the appropriate awards event.

Physical memorials are not encouraged.

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Existing policy, number 1210 adopted 6/13/05, appropriate as written.

Community Relations

School-Community Associations

The purpose of Parent-Teacher ~~Associations~~ Organizations is to promote the educational welfare of the students, families, and teachers of the school district without seeking to control the policies of the schools or to direct their administration. The Board recognizes Parent-Teacher ~~Associations~~ Organizations as important channels for the sharing of viewpoints between parents, faculty, administration, and the Board of Education. The Board welcomes the assistance of the Parent-Teacher ~~Associations~~ Organizations in the on-going improvement of schools.

**INDEPENDENT COMMUNITY ORGANIZATION
ACTIVITY APPROVAL APPLICATION**

Name of Organization: _____

Organization Representative filing this request: _____
Name Title

Address of Representative: _____

Telephone Number: _____

Nature of Planned Activity: _____

Please give a brief description of the activity and the specific role of students or school district personnel: _____

Goal or Purpose of Activity: _____

Proposed use of any funds to be raised: _____

Date(s) activity is to take place: _____

Location where activity will take place: _____

Student Permission Slips - Please attach a copy of the permission slip which participating students' parents will have to sign.

Note: The proposed activity may not take place until a list of those students' names whose parental permission slips have been signed has been filed with the Superintendent of Schools. The principal's signature indicates a review and approval of the activity.

Applicant's Signature Date

Principal's Signature Date

Superintendent of Schools Date

_____**Approved** _____**Disapproved** (Superintendent's letter explaining the basis of disapproval is attached.)

Community Relations

Media Access to Students

The Board recognizes the important role the media serves in reporting information about the district's program, services and activities. Therefore, the district will make every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events may be published.

Permission shall not be required before photographs, videotapes, and/or articles referring to students involved in public performances such as athletic events, school plays, concerts, etc., may be published. Parents who do not want their student interviewed, photographed or videotaped by the media may sign the Amity Photo/Video Release form provided in the student handbook, each fall.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Legal Reference: Connecticut General Statutes
 1-213 Access to public records. Exempt records.
 10-209 Records not to be public.
 Federal Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec
 1232g (1988).
 Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)

Policy adopted: June 13, 2005
Woodbridge, Connecticut

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Community Relations

Public Participation at Board Meetings

Citizens of the Bethany, Orange, and Woodbridge region shall be encouraged to attend and participate in the public portions of Board of Education meetings. The Amity Regional Board of Education recognizes the value of on-going communication with the public and elects to include a public comment item in the agenda of regularly scheduled meetings.

Board meetings are meetings held in public and are not open hearings. At the regularly scheduled monthly Board meeting the public comment portion of the agenda shall be determined by the Board Chairperson. Once the Board moves into the regular agenda, the public may participate as allowed by the Chairperson and with the following restrictions:

1. Questions and/or comments are to be restricted to the specific agenda item being discussed.
2. Board members shall be recognized first for comments and/or questions.
3. Individual comments usually will be up to two (2) minutes in length.
4. Questions and/or comments by the public may be restricted by the Board Chairperson.
5. The Chairperson may, at his/her discretion, curtail public discussion at any time.
6. Persons wishing to address the Board shall give their names and addresses.

Board Relations with Community Organizations

It is the intention of the Board of Education to cooperate fully with appropriate officials, boards, committees, or other agencies of the towns, and with organized groups of interested citizens of the town. Any such individual or group requesting a meeting with the Board of Education should present its request in writing to the Chairperson of the Board, or the Superintendent, not later than seven full days before the meeting. The Chairperson, or a committee of the Board, shall determine whether the subject matter shall be placed on the agenda. The Chairperson or Superintendent of Schools shall notify the petitioner of the Board's decision.

Legal Reference: Connecticut General Statutes
1-225 Meetings of government agencies to be public.
1-226 Broadcasting or photographing meetings.
19a-342 Smoking in public meetings in rooms of public building prohibited.
1-227 Mailing of notice of meetings to persons filing written request. Fees.
1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
1-232 Conduct of meetings.
1-206 Denial of access to public records or meetings.
10-238 Petition for hearing by board of education.

Policy adopted: June 13, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Community Relations

News Media Relationships

Because schools are public institutions serving the educational needs of the community, it is important that information be disseminated concerning programs, activities, and significant school events. The Board of Education Chairperson shall be the official spokesman for the Board. The Superintendent of Schools may report on actions of the Board. The Superintendent or a designated administrator for each school will be the official spokesperson for the activities and instructional program of that particular school.

The Principal or a designated administrator has the right to restrict interaction between representatives of the media and students and staff on school property if he/she deems it interferes or disrupts the educational process. The media must follow appropriate procedures for access to students.

Board of Education

Board meetings to which the public has access may be photographed, broadcast, or recorded for broadcast by any newspaper, radio broadcasting company, or television broadcasting company, subject to the following guidelines:

1. News media personnel who intend to photograph, broadcast, or record for broadcast the proceedings of a Board of Education public meeting shall provide appropriate identification to the Chairperson of the Board of Education, prior to said meeting of the Board.
2. Only news media personnel employed by a newspaper, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the proceedings of a Board of Education public meeting shall be permitted to photograph, broadcast, or record for broadcast, such proceedings.
3. Any photographer, broadcaster, or news journalist authorized by their employer or by a student news medium to photograph, broadcast, or record for broadcast, proceedings at a public meeting of the Board of Education, and any personnel associated with said photographer, broadcaster, or news journalist, shall photograph, broadcast, or record for broadcast proceedings of said meeting as inconspicuously as possible and without disturbing the proceedings.
4. If, in the judgment of the Chairperson of the Board of Education, the presence at a Board meeting of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the public business at such meeting, access by these individuals may be limited or denied.

Community Relations

News Media Relationships (continued)

Legal Reference: Connecticut General Statutes

1-21a Recording, broadcasting, or photographing meetings.

Policy adopted: June 13, 2005
Woodbridge, Connecticut

AMITY REGIONAL SCHOOL DISTRICT NO. 5



An optional policy to consider.

Community Relations

District-Sponsored Social Media

The Board of Education (Board) recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official District social media platform shall be to further the District's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The Superintendent or designee shall develop content guidelines and protocols for official District social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Guidelines for Content

Official District social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official District social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official District social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with District policies and administrative regulations.

Users of official District social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Freedom of Information Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

Privacy

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official District social media platforms.

Community Relations

District-Sponsored Social Media

Privacy (continued)

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in other applicable Board policies shall also apply to official District social media platforms.

Social media and networking sites and other online platforms shall not be used by District employees to transmit confidential information about students, employees, or District operations.

All employees participating in the use of efficient District social media platforms and District endorsed social media shall follow the Connecticut Code of Professional Responsibility for Educators as stated in the Regulations of Connecticut State Agencies, Section 10-145d-400a.

- (cf. 1100 – Communications with the Public)
- (cf. 1110.1 – Parent Involvement)
- (cf. 1112 – News Media Relationships)
- (cf. 4118.5/4218.5 – Staff Acceptable Computer Use)
- (cf. 4118.51/4218.51 – Social Networking)
- (cf. 5114 – Suspension/Expulsion; Due Process)
- (cf. 5125 – Student Records)
- (cf. 5131 – Conduct)
- (cf. 5131.911 – Bullying)
- (cf. 5131.913 – Cyberbullying)
- (cf. 5142.2 – Freedom of Expression)
- (cf. 5144 – Discipline)
- (cf. 6141.321 – Acceptable Computer Use)
- (cf. 6141.323 – Filtering Access to Electronic Networks)
- (cf. 6141.324 – Posting of Student Work/Photographs)
- (cf. 6141.326 – Online Social Networking)
- (cf. 6145.5 – Student Organization and Equal Access)
- (cf. 9327 – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents.

Community Relations

District-Sponsored Social Media

Legal Reference: Connecticut General Statutes (continued)

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56(e) Access to Records of Minors.

Regulations of Connecticut State Agencies, Section 10-145d-400a, (Professional Responsibility for Educators)

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [I])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)

Board of Education v. Pico, 457 U.S. 868 (1988)

Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

Policy adopted:

cps 1/12
rev 3/15

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Bylaws of the Board

Amity Finance Committee

Recognizing the importance of rigorous financial reporting and scrutiny in the regional school district, the Board hereby establishes the Amity Finance Committee (the “AFC”) with the obligations, rights, and governance as described in this Section, notwithstanding any other provision in Section 9132 to the contrary.

1. The AFC will consist of three members of the Board and one additional member appointed by each of the three Town Boards of Finance, for a total of six voting members on the AFC.
2. Each member of the AFC will have equal voting rights.
3. Each member of the AFC shall be selected by the Chairperson of the Board in accordance with the provisions of Sections 9132. The Chairperson of the Board shall endeavor to appoint such Board members to the AFC on the basis of demonstrated experience or qualifications in financial and/or risk management matters.
4. Four AFC members shall constitute a quorum.

The Chairperson of the Board shall appoint the AFC Chair. The AFC will elect a Vice Chairperson annually. The offices of AFC Chairperson or Vice-Chairperson shall not both be held simultaneously by either Board members of the AFC or by non-Board members of the AFC. The AFC Chairperson shall serve as liaison to the Board. In addition to the six voting members of the AFC, the school district’s Director of Finance and Administration and the Superintendent shall serve as ex-officio non-voting members of the AFC and shall participate in all AFC meetings.

Notwithstanding any other Board bylaw to the contrary, or any provision of Robert’s Rules of Order to the contrary, the Chairperson of the Board may serve as a member of the AFC, and such Board Chairperson shall be counted for quorum purposes and shall have the authority to make, second or vote upon motions at AFC meetings in such case where the Chairperson appoints himself/herself a member of the AFC.

All committees of the Board, including the Board as a whole, the Superintendent, and the Director of Finance and Administration shall submit in written form to the AFC any new proposed expenditure which lies outside of the Board’s approved budget and/or budget category, with supporting information regarding financial implications, in order to enable the AFC to make a recommendation to the Board regarding such proposed expenditure.

Bylaws of the Board

Amity Finance Committee (continued)

Amongst its functions, the AFC shall make a recommendation to the Board regarding any requested budget change or substitution or line item transfer. All such requests for budget changes, substitutions or line item transfers shall require approval by the Board prior to implementation.

Notwithstanding the foregoing, in the event of a health or safety emergency necessitating a line item transfer, the Director of Finance and Administration with the approval of the Superintendent shall have the authority to make the emergency line item transfer without prior approval of the AFC or the Board, provided that the Superintendent and/or Director of Finance and Administration shall promptly inform the Chairperson of the AFC and the Chairperson of the Board of the details of such transfer. In the event of such an emergency line item transfer, the Superintendent and/or the Director of Finance and Administration shall request a special AFC meeting to consider recommendation of the emergency line item transfer to the full Board. The AFC shall further report the emergency transfer for consideration and approval at the next regularly scheduled Board meeting.

The Board, Superintendent, or Director of Finance and Administration may propose new budget or fiscal policies to the AFC for consideration and its recommendation. Any recommendations by the AFC with respect to such suggestions or proposals shall be presented to the full Board for its final approval.

The AFC shall review compliance with the adopted budget on at least a monthly basis. Such review shall include, but not be limited to, a detailed line item review of the budget. A monthly written report by the Director of Finance and Administration detailing and substantiating deviations from the budget and other outstanding financial issues shall be submitted to the AFC for review. Such review may also include consideration, with the Director of Finance and Administration and Superintendent, of individual department compliance with the budget through interview and discussion with such individuals or vendors.

The AFC shall review and discuss the Superintendent's proposed annual budget on a timeline proposed by the Superintendent and agreed to by the AFC; provided that the Superintendent, after departmental review, shall provide to the AFC a proposed line item budget no later than January 15. ~~Such review with~~ Upon request from the AFC ~~will include, the Superintendent and Director of Finance and Administration shall provide information necessary for the AFC to evaluate the proposed annual budget, including~~ but not be limited to, interviews and presentations of each Department Chairperson, ~~with the Superintendent and Director of Finance, to the AFC.~~

~~Such presentations~~ The Superintendent's presentation of the proposed annual budget shall include a review of accomplishments over the past year and objectives for the subsequent year ~~by each department.~~ Such presentations shall also include an at least three-year plan for most sequential purchases of equipment or textbooks by each department. The AFC shall have the right to request re-interviews or presentations with any such individuals during the budget process.

Bylaws of the Board

Amity Finance Committee (continued)

The Superintendent shall provide to the full Board, and the AFC in particular, an Annual State of the District Report which details both the current accomplishments and going forward objectives and anticipated financial needs of the District in regard to the major academic, facility, and athletic programs and carrying out any other of the District's duties under Connecticut law. Such Report shall be provided to the AFC in concert with the annual budget determination by February first of each school year, or earlier if by mutual agreement between the AFC and the Superintendent.

The budget recommended by the AFC will be forwarded to the Board for its approval no later than March 1. The Board shall deliberate and vote on the proposed Budget no later than March 15. Should the Board not approve such proposal, the revised budget shall be returned to the AFC for further consideration and resubmitted to the Board for its approval. Such process shall continue until both the AFC and the Board have agreed on a budget proposal, provided that should the AFC and the Board not agree on the proposed budget by April 15 then the Board shall recommend its proposal to the district. ~~In such case, the Board will provide public notice in local newspapers that the proposed budget was not recommended by the AFC.~~ In the event that the Board wishes to amend its adopted budget between the time of initial adoption and the District Hearing, the proposed amendment shall be referred to the AFC for consideration before Board action. The Board takes final action on its budget after the District Hearing. Once the Board approves its budget, the Superintendent shall present the Board's budget to each town's Board of Finance at a public meeting held in each town.

Board members of the AFC will serve for a term of one year, subject to removal by the Board Chairperson in accordance with the bylaws of the Board. Board members who do not attend 75% of the regular AFC meetings during any one year will not be eligible for re-appointment to the AFC for the following year. Town Boards of Finance are encouraged to follow similar standards for replacement of Board of Finance appointed AFC members.

All AFC meetings shall have minutes duly recorded and available to the public in accordance with the Freedom of Information Act. The AFC will endeavor to provide for public comment at each of its public meetings. Board members are invited to attend AFC meetings. In the event that a quorum of the Board is present at any meeting of the AFC, the meeting shall be conducted as a meeting of the AFC and not as a meeting of the Board.

The AFC may go into executive session pursuant to the requirements of the Freedom of Information Act. The AFC shall report to the Board at each regularly scheduled meeting of the Board any material actions taken by the AFC and/or any motions considered and/or acted upon by the AFC at the preceding meeting of the AFC.

Effective upon the adoption of this bylaw by the Board, the AFC supersedes, and replaces, any Board budget or finance committee.

Bylaws of the Board

Amity Finance Committee (continued)

Legal Reference: Connecticut General Statutes

10-47 Powers of Regional Boards

10-51 Fiscal Year, Budget

10-56 Corporate Powers, Bond issues

10-60 Borrowing in Addition to Bonds

10-215 Lunches, breakfast and other feeding programs for public schools

10-220 Duties of Boards of Education

10-222 Appropriations and budget

10-235 Indemnification of teachers, board members, employees

10-236 Liability insurance

1-200 through 1-241 of the Freedom of Information Act

1-225 Meetings of government agencies to be public

Bylaw adopted by the Board:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut



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

Personnel Committee Meeting
September 26, 2017, 5:30 p.m.
MINUTES

Committee Members Present: Sue Cohen, Pat Cardozo, Sheila McCreven, Jenny Turner,
 Amy Esposito

Committee Members Absent: -

Board Members Present: -

Also Present: Charles Dumais, Nick Grello, Karen Kaplan

1. Call to Order: Sue Cohen called the meeting to order at 5:34 p.m.
2. Motion to Approve the Minutes of May 22, 2017: Pat Cardozo, 2nd Sheila McCreven,
 Motion Carried 3 (Cardozo, McCreven, Cohen) – 0 [Abstain: Esposito, Turner]
3. Motion to enter Executive Session to discuss Teacher Negotiations and invite
 Superintendent Charles Dumais, Attorney Nick Grello, and Executive Intern Karen
 Kaplan: Sheila McCreven, 2nd Amy Esposito, Unanimous
4. Entered Executive Session at 5:36 p.m.
5. Exited Executive Session at 7:22 p.m.
6. Personnel Chair Cohen appointed the entire membership of the Personnel Committee to
 represent the Board in the collective bargaining process.
7. Motion to Adjourn: Pat Cardozo, 2nd Jenny Turner, Unanimous
8. Meeting adjourned at 7:23 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.
 Superintendent