

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

POLICY SUB-COMMITTEE
MEETING NOTICE

DATE:	March 2, 2021
TIME:	6:45 P.M.
PLACE:	Sarah Noble Intermediate School Library Media Center

While this is an in-person meeting for Board of Education members and district staff, due to COVID-19 restrictions on capacity and social distancing requirements that make public attendance impossible, members of the public will be permitted to attend the meeting via the Zoom link provided below. Closed captioning is available through Zoom.

There will be live public comment offered through the Zoom format for items on the agenda. Public comment may also be emailed to suptoffice@newmilfordps.org for distribution to Board members.

Join Zoom Meeting

<https://zoom.us/j/93194616177?pwd=Vk8yRXBKY0hNQUtIRFJ2WGsySFpJZz09>

Meeting ID: 931 9461 6177

Passcode: 080430

One tap mobile

+13017158592,,93194616177#,,,*080430# US (Washington DC)

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Dial by your location

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Meeting ID: 931 9461 6177

Passcode: 080430

Find your local number: <https://zoom.us/j/93194616177?pwd=Vk8yRXBKY0hNQUtIRFJ2WGsySFpJZz09>

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

- 1. Call to Order**
- 2. Public Comment**

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

RECEIVED
TOWN CLERK
2021 FEB 26 A 8:12

NEW MILFORD, CT

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
 - B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.
- 3. Discussion and Possible Action**
- A. Policies for Review:
 - 1. 3000 Concept and Roles in Business and Non-Instructional Operations
 - 2. 3110 Budget Planning
 - 3. 3160 Budget and Transfer of Funds
 - 4. 3230 Federal Funds
 - 5. 3231 Medical Reimbursement for Special Education Students
 - 6. 6200 Adult Education
 - B. Regulation for Review:
 - 1. 3152 Spending Public Funds for Advocacy
- 4. Public Comment**
- An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:
- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
 - B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.
- 5. Adjourn**

Sub-Committee Members: Olga I. Rella, Chairperson
Joseph Failla
Tammy McInerney
Vacancy

Alternates: Wendy Faulenbach
Brian McCauley

FOR DISCUSSION AND POSSIBLE ACTION

COMMENTARY: This policy is not legally mandated but is commonly found in districts across the state. It's not clear what the "whole school program" refers to so the Board may want to consider whether that phrase is appropriate here. Likewise, the phrase "unit expenditure" is a little vague so the Board may want to consider eliminating that paragraph entirely. Finally, the changes in the last paragraph are recommended for clarity.

3000

Business/Non-Instructional Operations

Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that finances and financial management are critical to the support of the whole school program. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Explore all practical sources of financial support.
3. Guide the expenditure of funds so as to extract the greatest educational returns.
4. Establish top-quality accounting, control, and reporting procedures.
5. Maintain the level of unit expenditure needed to provide quality education within the ability of the community to pay.

Non-Instructional Operations

The operation and maintenance of **the District's schools, equipment and other property dedicated to Board of Education use shall be in accordance with reasonable standards designed to ensure student, staff and visitor safety and health,** ~~school plant and equipment shall set reasonable standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally~~ the efforts of the staff to provide a good education.

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR DISCUSSION AND POSSIBLE ACTION

COMMENTARY: Some districts outline the timeline for the budget submission process in this policy and/or in a "Budget Calendar" policy (see sample attached). Setting out a budget timeline in policy is not mandated by law but the Board may wish to do so for the benefit of the public and/or administrative staff. While certain deadlines like the Board's budget submission date to the Board of Finance (for New Milford the first business day in February) are mandated pursuant to Town Charter, the Board may elect to set internal deadlines for the budget development process in addition to the ultimate budget submission deadline. The advantage of such an approach is that it creates a standardized, mandated process for budget development each year. The drawback is the potential loss of flexibility.

This policy in current form is fine although the last sentence is a little ambiguous as to whether a budget development administrative regulation is required.

3110

Business/Non-Instructional Operations

Budget: Planning

As a preliminary part of the development of the budget, the Board of Education shall study the school program in relation to the present and future needs of the students and the community. In an effort to make the budget a comprehensive reflection of the financial needs of the school system, steps shall be taken to receive input at Regular and Special Board meetings from the community, students, certified and non-certified staff, and the administrative staff in the budget process. The procedure for the involvement of these representatives shall be developed by the Superintendent of Schools and implemented by the Superintendent's office upon the formal approval of the Board of Education.

Legal Reference: Connecticut General Statutes
 10-222 Appropriations and budget.

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 8, 2011
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

SAMPLE BUDGET CALENDAR POLICY

Budget Calendar

January (first meeting): Superintendent's budget submitted to the Board.

January (second meeting): Board of Education continues review and discussion of budget. Superintendent answer questions and/or provides additional information.

February (first meeting): The Board approves a budget for presentation at the public hearing (first BOE meeting in March). The Superintendent will prepare an informational flyer for use at the public hearing.

March (first meeting): A public hearing is held prior to the regularly scheduled Board of Education Meeting. The Board holds its regularly scheduled meeting after the public hearing to review public comments and make adjustments to the budget, if necessary. A final budget is adopted for presentation to the Board of Finance. Final budget adopted by the Board of Education will be printed by Central Office and delivered to the Board of Finance.

March (third week): The Board of Education approved school budget is presented to the Board of Finance by the Superintendent at a date set by the Board of Finance. When their review is completed and if the total budget amount set is different than originally presented, the budget will go back to the Superintendent for recommendation to the Board for possible areas where adjustments may be made.

Any adjustments will be voted upon by the Board of Education and will be available at the Town hearing.

May: The Board of Education budget for the schools will be finalized after the Town budget is approved at the Town referendum, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the Town for the operation of the schools.

May - June: The Administration will report back to their staff the final status of their budgets.

The Administration will review any budget changes with the staff both to keep staff informed and to acquire staff input.

FOR DISCUSSION AND POSSIBLE ACTION

COMMENTARY: Conn. Gen. Stat. § 10-222 is the primary law governing board of education budgeting. The law requires boards of education to submit annual budgets to the town fiscal authority for review and includes a procedure by which the town fiscal authority can recommend consolidations and other financial efficiencies. The statute also gives boards of education wide discretion to determine how to transfer funds within the approved district budget. Pursuant to this law, boards of education are free to transfer between “itemized estimates” within the budget (i.e. line-items) so long as the transfer is from unexpended funds within an itemized estimate.

Based on the language of the statute Legal recommends that the first paragraph be amended as shown below. The deleted text is not necessary for a Board-level policy (an administrative regulation that goes into detail into the administration’s assignments/deadlines for the budget making process may be more appropriate). The second paragraph closely tracks the Board’s responsibilities under Conn. Gen. Stat. § 10-222 for responding to budget suggestions from the Board of Finance.

Adding the sentence under “Budget Reports” on page 2 is recommended to make it explicit that the Superintendent is ultimately responsible for Board expenditures. This is covered elsewhere in the Board’s policies – i.e. the Board’s policy regarding the responsibilities of its Superintendent of Schools -- #2131 – but there is no downside to adding a reference here as well.

Conn. Gen. Stat. § 10-222 authorizes boards of education to enact policies (such as this one) that allow designated district personnel to make line-item transfers in emergency circumstances so long as the transfer is announced at the next regularly scheduled board meeting and a written explanation of the transfer is provided to the legislative body of the Town. The statute does not set a maximum emergency transfer amount so the Board has discretion to choose what that amount will be, if any. It may be wise to set this amount as a percentage – such as “no greater than 5% of any designated line item” – rather than as a flat dollar amount to make sure that the policy reflects the degree of discretion that the Board wants to confer on the Superintendent/Director of Finance for such transfers. In addition, the statute does not define what constitutes an “emergency” that allows for line-item transfer between Board meetings. As a result, the Board may want to consider deleting the definition in the bracketing that follows the word emergency on page 2 in order to allow for more flexibility as to what constitutes an “emergency.” On the other hand, if the Board wants to exercise close control over the budget/line-item transfer process it can leave this language as is.

Lastly, the added section on Supplemental Appropriations at the end of the policy does not need to be committed to policy, however it may be advisable to do so to provide clear direction to the Board and administration. The language in that section closely tracks the language of Conn. Gen. Stat. § 10-222 which sets out the procedure by which a board of education may receive a supplemental appropriation.

3160(a)

Business/Non-Instructional Operations

Budget and Transfer of Funds

Business/Non-Instructional Operations

Budget and Transfer of Funds

Budget

In accordance with Conn. Gen. Stat. § 10-222, ~~The administration shall prepare and submit to the Board of Education~~ **shall prepare an itemized estimate of its budget each year for submission to the Town Board of Finance for review and appropriation.** ~~an itemized estimate of revenues and expenditures for the next fiscal year's budget.~~ An "itemized estimate" means an estimate in which broad categories including, but not limited to, salaries, fringe benefits, utilities, supplies and grounds maintenance are divided into one or more line items.

The Board of Education shall review any recommendations and suggestions that may be made by the Board of Finance in response to the Board of Education's estimated budget. As required by law, the Board of Education shall provide the Board of Finance with a written explanation of any rejection of recommendations or suggestions made by the Board of Finance.

More specific line items (such as summaries by program) may be used by the administration to assist in the development, administration and monitoring of the budget. The administration shall maintain a chart of accounts that is organized to conform to the requirements for state and federal reporting.

Budget Reports

The Superintendent shall be responsible for administering and monitoring the Board of Education's annual budgets. Monthly reports shall be prepared and submitted to the Board. These reports will show for each of the line items listed above:

1. Original budget amount
2. Revised budget amount
3. Expended amount
4. Encumbered amount
5. Current balance
6. Percent used

Business/Non-Instructional Operations

Budget and Transfer of Funds

Budget Transfers

The Board of Education may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item of the Board's itemized estimate, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

In the event of an emergency (health or welfare of students and/or staff or the protection of district facilities including components of the same) where the urgent need for the transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer, the Superintendent and/or School Business Manager/Director of Fiscal Services shall be authorized to transfer an amount not to exceed \$20,000. Any such emergency transfer(s) shall be announced at the next regularly scheduled meeting of the Board and a written explanation of the transfer shall be provided to the Board of Selectmen for the Town of New Milford.

All proposed budget transfers, other than an emergency transfer set forth above, will be submitted to the Board of Education for approval at the next regularly scheduled meeting, and prior to the execution of any procurement dependent on or related to the submitted request for transfer.

Supplemental Appropriations

The Board of Education shall not expend more money than it has been appropriated by the Town of New Milford or has received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board shall notify the Board of Finance and shall submit a request for additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to proscribe rules, policies and procedures
 10-222 Appropriations and budget

Policy adopted: June 11, 2002
 Policy revised: June 10, 2003
 Policy revised: June 10, 2008
 Policy revised: May 10, 2011
 Policy revised: October 8, 2013
 Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut

FOR DISCUSSION AND POSSIBLE ACTION

COMMENTARY: From a legal perspective the Board's existing policy is fine as is. There is no statutory requirement that the Board maintain a policy on this topic, so the Board has wide discretion to enact (or not) enact policy language as it sees fit.

With this being said, if the Board does wish to have a policy addressing grant funding, the changes below are recommended. A reference to state funding should be added here since there is not a separate free-standing state funding policy. The clause at the end of the first paragraph that states that "provided such funds will be used in a manner consistent with the Board's goals and objectives" is significant because it makes clear that the district is not obligated to apply for or receive grants that impose obligations contrary to the Board's interests.

3230(a)

Business/Non-Instructional Operations

State and Federal Funds

It is the policy of the Board of Education to seek sources of state and federal revenue to supplement funds provided by local taxation and the basic aid offered by the State of Connecticut, provided such funds will be used in a manner consistent with the Board's goals and objectives.

In accordance with this policy, the Superintendent or his or her designee should:

1. Investigate new sources of revenue consistent with the stated goals and objectives of the Board of Education.
2. Propose new revenue sources and associated programs to the Board of Education for approval.
3. Implement measures necessary to apply for/receive additional revenues.

The Board authorizes the Superintendent or designee to sign all forms for state and federal aid programs following the Board's approval of the program or its continuation.

The Superintendent shall report annually, as part of budget preparation, on the status of all state and federal grant funding and shall advise the Board on his or her recommendation as to whether to continue to seek each particular source of aid.

~~Each year when it is believed that the school district is eligible for federal assistance under the provisions of Public Laws, the Superintendent may authorize application for said assistance, so long as acceptance of the funds does not include conditions contrary to Board policy. The Superintendent will seek Board of Education approval when required by the grantor.~~

Business/Non-Instructional Operations

State and Federal Funds

~~Expenditures and accounting for such funds are to be in accordance with procedures established for the Board's regular operating budget with any applicable law, and any stipulation identified in the grant.~~

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR DISCUSSION AND POSSIBLE ACTION

COMMENTARY: No changes suggested.

3231

Business/Non-Instructional Operations

Medical Reimbursement for Special Education Students

The Board of Education will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law. No child shall be denied special education and related services in the event the parent or guardian refuses to apply for Medicaid.

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services.)

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR DISCUSSION AND POSSIBLE ACTION

COMMENTARY: The recommended changes below – except for those changes in Section IV – Adult Education Diploma – are designed to better align this policy with relevant adult education statutes. Since 2013 when this policy was last updated there have only been a handful of relatively minor changes to Connecticut's adult education statutes. The revisions below incorporate those changes. A reference has also been added to Connecticut's student expulsion statute since that statute explicitly provides that an adult education program may constitute a suitable alternative educational program for expelled students in certain circumstances.

The changes to Section IV are not mandated by law, but have been recommended by the Administration to better align the District's adult education graduation requirements with the District's traditional graduation requirements as set forth in Policy 6146.

6200(a)

Instruction

Adult Education

The Board of Education recognizes that education is a lifelong process. Therefore, the Board shall establish and maintain a program of adult education classes for its adult residents of the school district. The Board may choose to provide its adult education program through cooperative arrangements with one or more other Boards of Education, eligible entities, or regional educational service centers.

I. Eligible participants

The adult education program is available to the following:

1. Any person seventeen (17) years of age or older who is not enrolled in a public elementary or secondary school;
2. Students age seventeen (17) or older who have been assigned to an adult education class as an alternative educational opportunity pursuant to an expulsion proceeding;
3. A public school student who is both under seventeen (17) years of age and a mother may request permission from the Board of Education to attend adult education classes. The Board of Education, by motion duly made and ~~voted upon~~ **majority vote**, may assign such student to adult education classes;
4. Students enrolled in full-time program in any local or regional school district may enroll in an adult education activity with the approval of the principal of the school in which the student is enrolled.

Instruction

Adult Education

II. Instruction

- A. The adult education program must provide classes to adult residents of the school district in the following subjects:
 - 1. Americanization and U.S. citizenship
 - 2. English for adults with limited English proficiency
 - 3. Elementary and secondary school completion
- B. The adult education program may also make classes available to adults (residents and non-residents of the school district) in any of the following subjects:
 - 1. Any subject provided by the elementary and secondary schools including vocational education
 - 2. Adult literacy
 - 3. Parenting skills
 - 4. College preparatory classes for adults who have obtained a high school diploma or its equivalent and require further education to enable them to enroll directly in a program at an institution of higher education.
 - 5. Any other subject or activity

III. Fees

No fees may be charged to adult residents enrolled in any of the classes listed in Section II(A) above. The Board of Education may fix tuition and/or registration fees and collect fees for books and materials provided to students in any class or activity of the adult program listed in Section II(B). Students who are assigned to adult education classes as part of a mandated program may not be assessed fees. The Board may also lend books or materials and require students to pay a deposit which will be refunded upon the return, in good condition, of the books or materials which were loaned to the student. Such deposit may not exceed the actual cost of such books or materials. The Board may waive fees **of any kind to an adult with a disability, or to a person sixty-two (62) years of age or older enrolled in any subjects identified in Section II(B) above, or as may otherwise be required by law** ~~in accordance with law.~~

Instruction

Adult Education

IV. Adult Education Diploma

The adult education program provided by the school district shall grant an adult education diploma to a participant who satisfactorily completes a minimum of ~~twenty (20)~~ **twenty-four (24)** adult credits, of which not fewer than four (4) shall be in English, ~~three-and-a-half (3.5)~~ **three-and-a-half (3.5)** in mathematics, three (3) in social studies (including one in ~~American~~ **United States** history and at least a 0.5 credit course in civics, and ~~American government~~), ~~two (2)~~ **three-and-a-half (3.5)** in science, and one (1) in the **vocational** arts (~~fine or vocational~~). **and nine (9) in electives including 0.25 credit in Orientation to Adult Education and 0.25 credit for Portfolio.**

V. Alternative methods for earning adult education credits

The adult education program provided by the school district shall award credit for the following:

1. Experiential learning, including (a) not more than two non-required credits for military experience, including training; (b) not more than one vocational educational non-required credit and one required or not more than two non-required credits for occupational experience, including training; and (c) not more than one non-required credit for community service or **a**vocational skills;
2. Successful completion of courses taken for credit at state-accredited institutions, including public and private community colleges, technical colleges, community-technical colleges, four-year colleges and universities, and approved public and private high schools and vocational-technical schools;
3. Satisfactory performance on subject matter tests that demonstrate prior learning competencies, but not more than six such credits;
4. Independent study projects, but not more than three such credits, provided that not more than one of such credit shall be applied for a required subject.

The adult education program shall determine the number of weeks per semester that the program shall operate and shall provide certified counseling staff to provide adult education participants with educational and career counseling.

Instruction

Adult Education

Legal Reference: Connecticut General Statutes
10-67 Definitions
10-69 Adult Education
10-70 Rooms and personnel
10-73a Adult Education Fees and Charges
10-73d Request of certain students to attend adult education classes.
Assignment
10-233d Expulsion of pupils
~~Public Act 12-120, An Act Concerning Minor Revisions to the Education Statutes.~~

Policy adopted: June 10, 2003
Policy revised: June 8, 2010
Policy revised: October 9, 2012
Policy revised: October 8, 2013

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR DISCUSSION AND POSSIBLE ACTION

COMMENTARY: It appears that this administrative regulation is not directly related to any specific Board policy. This is fairly unusual and the Board should consider elevating the substance of this regulation into a policy with the suggested amendments shown below, particularly in light of Board policy # 2231 which explicitly provides that "(a)administrative regulations provide detailed instructions for the implementation of Board policies."

The following changes are recommended assuming the Board does wish to elevate the regulation into a Board policy. These changes closely follow Connecticut State Enforcement Elections Commission guidance on referendum advocacy. As with much of the rest of the 3000 series, a policy is not mandated on this topic, but it may be worth adding to make the district's legal obligations clear to the administration and the general public.

3152(a)

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

The Board of Education recognizes that the District may not expend public funds to influence any person to vote for or against a referendum. The administration is directed to avoid violating this prohibition which applies to in-kind expenditures as well as direct expenditures of money.

Prohibited activities may include but are not limited to the dissemination of printed materials, the preparation of video and website presentations, or the use of school facilities, supplies, equipment, or postal permits to advocate for a position on a referendum. Parent teacher organizations and administrators may not use school equipment to prepare or copy advocacy material even if the school district is reimbursed for such use. Individuals violating this prohibition may be held personally liable in accordance with law.

Notwithstanding this prohibition, the Board further recognizes that school officials and Board members retain their First Amendment rights to express their position on the proposed school budget or other referendum questions. The prohibition contained in this policy only pertains to the expenditure of public funds. It is further recognized that individuals, individually or collectively, can spend private funds to advocate for a referendum result, as they see fit, as permitted by law.

Spending Public Funds to Inform Citizens Regarding Referenda

A referendum is pending under the law when the necessary legal conditions have been satisfied to require the publication of the warning (notice) of the referendum.

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

Section 9-369b, **of the** Connecticut General Statutes is the exclusive method by which a municipality may expend public funds for printing and distribution of information concerning a referendum question. It sets forth, among other things, the following conditions for such expenditure:

- a. A vote of the municipality's legislative body is needed to authorize the "explanatory text;"
- b. The preparation of the text must be made by the municipal clerk and approved by the municipal attorney;
- c. The text shall specify the intent and purpose of each referendum or question; and
- d. Such text shall not advocate either the approval or the disapproval of the referendum proposal or question.

Materials in addition to the explanatory text may be prepared and printed with public funds as long as they (1) do not advocate either approval or disapproval of the referendum; (2) are authorized by a vote of the local legislative body; and (3) are approved by the municipal attorney.

When a referendum is pending:-

The school district may not expend public funds to influence any person to vote for or against the referendum. One exception to this rule is that a school official may express his/her views on the referendum at a bona fide news conference and may use public funds to prepare a press release to be disseminated at the conference.

Students may not be used as couriers of information that advocates a position on a referendum. A notice limited to the time, place and question to be voted upon may be sent home to parents via student in school.

No person may use or authorize the use of funds to send an unsolicited communication to a group of residents regarding a referendum via electronic mail, text, telephone or other electronic or automated means for the purpose of reminding or encouraging such residents to vote in a referendum, provided such prohibition shall not apply to a regularly published newsletter or similar publication.

School facilities may not be used by political committees or other groups for the purpose of advocating a position on a referendum unless such facilities are accessible to all such committees or groups on a non-discriminatory basis. Any charges accessed for the use of school facilities must be accessed evenly to all political committees or groups seeking the use of a school facility.

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

~~The prohibition on state and municipal funds applies to the use of school facilities, supplies, equipment, and postal permits to advocate for a position on a referendum. Parent teacher organizations and administrators may not use school equipment to prepare or copy advocacy material even if the school district is reimbursed for such use.~~

Legal Reference: Connecticut General Statutes

9-369b. Explanatory text related to lead question. Expenditures of state and municipal funds to influence vote prohibited. Exception. Civil penalty.

Connecticut State Elections Enforcement Commission

May 2008 Guidance Regarding Prohibition on Expenditure of Public Funds Relating to Referenda

Regulation approved: June 11, 2002
Regulation revised: June 10, 2008
Regulation revised: March 8, 2011
Regulation revised: February 25, 2014

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New Milford, Connecticut