

NEW MILFORD BOARD OF EDUCATION

**New Milford Public Schools
50 East Street
New Milford, Connecticut 06776**

**POLICY SUB-COMMITTEE
MEETING NOTICE**

RECEIVED
TOWN CLERK
2014 FEB 20 P 1:35

NEW MILFORD, CT

**DATE: February 25, 2014
TIME: 6:45 P.M.
PLACE: Lillis Administration Building, Rm. 2**

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**

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of items on this agenda. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

3. Discussion and Possible Action Items

- A. Policy Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:
 1. 3313 Relations with Vendors
- B. Policies Recommended for Revision:
 1. 1700 Otherwise Lawful Possession of Firearms on School Property
 2. 3300 Purchasing
 3. 3313.1 Local Purchasing
 4. 3516.3 Accident Prevention and Reporting
 5. 3516.4 Safety
- C. Policy Recommended for Revision after Full Board Second Review:
 1. 1250 Visits to the Schools
- D. Policies Reviewed with No Revision Recommended:
 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. 3240 Tuition Fees
 7. 3260 Sales & Disposal of Books, Equipment & Supplies
 8. 3270 Disposition and Rental of Real Property
 9. 3280 Gifts to the School
 10. 3281 School Fund Raisers
 11. 3321 Requesting Goods and Services (Requisitions)

12. 3432 Budget & Expense Report/Annual Financial Statement
13. 3440 Inventories
14. 3450 Monies in School Buildings
15. 3451 Petty Cash Funds
16. 3453 School Activity Funds
17. 3453.1 Unexpended Class Funds
18. 3513.1 Energy Conservation
19. 3514 Equipment
20. 3516.11 Hazardous Materials Communication
21. 3524 Hazardous Materials Communication/Green Cleaning Program
22. 3524.1 Hazardous Material in School Pest Management/Pesticide Application
23. 3524.11 Hazardous Material in School
24. 3532.1 Liability Insurance
25. 3541 Transportation Services
26. 3541.23 Bus Contractor
27. 3541.313 Routes and Services/Transportation
28. 3541.44 Transportation
29. 3542.31 Free or Reduced Price Lunches
30. 3542.42 Cafeterias – Handling of School Lunch Funds
31. 3542.45 Vending Machines

4. Items of Information

A. Regulation Revisions:

1. 3152 Spending Public Funds for Advocacy
2. 3280 Gifts to the School
3. 3281 School Fund Raisers
4. 3324.1 Contracts
5. 3453 School Activity Funds

B. Regulations Reviewed with No Revision Recommended:

1. 3300 Purchasing
2. 3524.1 Hazardous Material in School Pest Management/Pesticide Application
3. 3541 Transportation Services

5. Adjourn

Sub-Committee Members: Angela C. Chastain, Chairperson
David A. Lawson
Dave Littlefield
David R. Shaffer

Alternates: Wendy Faulenbach
John W. Spatola

**RECOMMENDED FOR REVISION AND
APPROVAL AT INITIAL BOARD PRESENTATION**

Bold Italicized language constitutes an addition

Commentary: Suggested revisions are consistent with state law regarding non-discrimination as it has evolved.

3313(a)

Business/Non-Instructional Operations

Relations with Vendors

The Board wishes to maintain good working relations with vendors who supply materials, supplies, and services to the school system.

Constructive efforts by the administration to seek advice and counsel of vendors on how to improve such relationships are encouraged.

The schools shall not extend favoritism to any vendors. Each order shall be based on quality, price, and delivery, with past service being a factor if all other considerations are equal.

Representatives of sales entities shall limit their visits to administrative personnel at or above the level of business administrator, or if requested to do so, to other groups as determined by the above.

In order to avoid the appearance of conflicts of interest:

1. No purchase of goods individually and/or collectively exceeding \$20 will be made from an employee of the school district nor from any enterprise in which he/she holds an interest or is employed unless the bid process has been followed.
2. No purchase of goods or services will be made from a member of the Board, nor from any enterprise in which he/she holds an interest or by which he is employed, except for public utilities or a company whose stocks are listed on recognized stock exchange .
3. The provisions of sections 1 and 2 shall also be observed when an employee or board member is involved in a purchase in a capacity such as a sales representative where he/she would profit financially as a direct result of the purchase. [The Board of Education may waive the provisions of sections 1 and 2 if the member's or employee's interest or employment relationship is fully disclosed and the Board of Education determines that the purchase is in the best interests of the school system.]
4. No employee or Board of Education member shall endorse for individual profit any product of any type or kind in such a manner as will identify him/her in any way as a Board member or an employee of the school district.

The provisions of this policy are subject to any more restrictive Town ethics rules applicable to school district employees or Board of Education members.

Business/Non-Instructional Operations

Relations with Vendors

Affirmative Action

The school district shall *require contractors to agree and warrant that they will not unlawfully discriminate or permit discrimination against any person or groups of persons on the basis of race, color, national origin, ancestry, sex, marital status, age, disability, religion, sexual orientation, gender identity or expression, veteran status, genetic information or any other status protected by law* not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees. The vendor or contractor will affirm that it adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statute 4a-60(a)1) and section 4a-60a(a)(1), as amended. ~~in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.~~

Definitions

A "bid" is a formal procedure which indicates written specifications, a newspaper notice to advertisers, and a fixed date and time at which the vendors' returned sealed bids will be opened and publicly read.

Legal Reference: Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

46a-58 through 46a-81 re discriminatory practices

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted: June 11, 2002

Policy revised: June 10, 2008

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

RECOMMENDED FOR REVISION

Commentary: October 2013-

The Board has asked whether this policy needed to be revised in light of recent gun legislation. The recent legislation did not make changes to the laws that are the basis of this policy. It did implement a rule that only sworn police officers or qualified retired police officers can provide security services in public schools if such person will possess a firearm, but that element was already covered in this policy.

In light of the recent emphasis on school security, the suggested revision does not change the content of the policy, but clarifies and emphasizes the prohibition. The phrase regarding "school resource officers" was also added.

1700(a)

Community Relations

Otherwise Lawful Possession of Firearms on School Property Prohibited

The New Milford Board of Education prohibits all persons who are in possession of a firearm from entering school property. This prohibition includes individuals who are otherwise in lawful possession of an unloaded firearm and traversing school property for the purpose of gaining access to lands open to hunting or other lawful purposes. The prohibition does not apply to police officers on duty or qualified school resource officers who are authorized by the Board to carry a weapon in furtherance of their duties.

~~Notwithstanding the otherwise lawful possession of firearms defined in Section 53a-3 in or on the real property comprising school district property by persons who hold a valid state or local permit to carry a firearm and would otherwise legally traverse school property with an unloaded firearm for the purpose of gaining access to public or private lands open to hunting or for other lawful purposes, such entry onto school property by these persons for these purposes is prohibited by the Board of Education.~~

~~The issuance of a permit to carry a pistol or revolver does not authorize the possession or carrying of a pistol or revolver on school district property. The Board of Education prohibits such possession on school district property by anyone other than a police officer on duty.~~

Students are prohibited by the Board of Education from possessing firearms for any reason, whether otherwise lawful or not, in or on the real property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in Subsection (h) of Section 10-233a.

(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)

Community Relations

Otherwise Lawful Possession of Firearms on School Property *Prohibited*

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (~~as amended by PA 98-129~~)

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (~~as amended by PA 98-129~~)

~~52a-3~~ **53a-3** Definitions.

53a-217b *Possession of a weapon on school grounds. Class D felony.*

RECOMMENDED FOR REVISION

Commentary: The revision to (2) below, or language like it, is suggested as a practical measure.

3300(a)

Business/Non-Instructional Operations

Purchasing

The purchasing of goods and services for the New Milford Public Schools shall be conducted in keeping with the following requirements:

1. As used in this section, "purchasing authority" shall mean the Superintendent of Schools, or his/her designee.
2. Whenever any officer or employee of the Board of Education is authorized to make purchases in the name of the Board or the school system of any equipment, materials, services or property which is expected to exceed the sum of fifteen thousand dollars (\$15,000), such officer or employee shall submit the particulars and specifications of such purchase in writing to the purchasing authority for the purpose of inviting competitive bids. The purchasing authority shall solicit competitive bids for the item(s) to be purchased by publication in a newspaper having general circulation in the Town of New Milford, by invitations to known vendors and by posting on the public signpost or bulletin board **or by posting electronically**. Bids shall be advertised in the area newspaper for at least one day. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding on the items or services being bid. All invitations to bid shall include detailed particulars and specifications or shall indicate where such particulars and specifications may be obtained; shall specify the time and place where the bids shall be filed and the time and place where the bids will be opened. If the item(s) to be purchased had been bid upon by any department or agency of the State of Connecticut and such bid price is also applicable to the town, the state bid price shall be considered a valid bid and shall properly be posted at the public opening. All bids must be submitted in sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening. Bids shall be opened at the time specified and all bidders and other interested persons may be invited to be present. The purchasing authority shall evaluate all bids received and, within a reasonable time after the opening of the bids, shall recommend the awarding of the bid to a particular vendor or provider to the Board of Education or shall reject such bids in accordance with the provisions of subsection five.
3. Responsibility for approving award of all bids shall rest with the Board of Education.
4. Subject to the bankruptcy laws of the United States and any other state or federal law or court order, any bidder which is found by the purchasing authority to be delinquent in the payment of taxes and/or sewer use charge due the Town of New Milford, for either

Business/Non-Instructional Operations

Purchasing

personal or real property, shall not be deemed a qualified bidder unless such bidder first submits a plan acceptable to the Tax Collector to cure such tax delinquency. Such a plan may include a schedule of payments sufficient to make such bidder current in the payment of taxes within a time period deemed acceptable to the Tax Collector.

5. The Board of Education reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school district. The school district reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid and to negotiate with any successful bidder to the extent allowed by law. Any bid received after the time and date specified shall not be considered. If the purchasing authority determines that the bids submitted are inadequate in number in relation to the scope or character of the subject matter of the bid, that the bids submitted are excessive in price, or that any, or all of the bids submitted are unacceptable for any other good and substantial reason, the purchasing authority, in its discretion, may reject such bid or bids within a reasonable time after the opening of bids. Whenever the purchasing authority rejects any bid or bids, or whenever it decides to recommend award of a purchase to other than the lowest qualified bidder, s/he shall state the reasons for such action in a written report to the Board of Education.
6. All bids and awards shall be kept on file by said purchasing authority for five (5) years thereafter, or longer to the extent required by any state or federal record retention laws, and shall be available for public inspection during business hours.
7. Whenever any officer or employee of the Board of Education is authorized to make purchases in the name of the Board or the school system of any equipment, materials, services or property the cost of which is expected to be greater than five thousand dollars (\$5,000) but less than fifteen thousand dollars (\$15,000), such officer or employee shall obtain a minimum of three (3) quotations from various providers or vendors. The quotations or evidence of the lack of providers or vendors shall be listed in a written attachment to the purchase order or contract, pertaining to said goods or services prior to its being submitted to the Superintendent and the Board of Education for approval. Whenever the officer or employee recommends the purchase of such goods or services from other than the provider quoting the lowest price, the reasons for such recommendation shall be set forth in writing along with the list of quotations. The district shall annually post a notification to potential vendors/providers on its website of the types of items or services for which the district anticipates seeking quotations. The notification shall inform vendors/providers that they may submit a letter of interest to be kept on file for at least one year for the district to consider when seeking quotations.

Business/Non-Instructional Operations**Purchasing**

8. When, in an emergency, sufficient time shall be unavailable for the solicitation of competitive bids for a particular purchase, the Superintendent may authorize such purchase without competitive bidding. All such urgent transactions shall be reported to the Board of Education within one month of their occurrence.
9. All purchases in excess of \$5,000 shall be made only upon prior approval of the Board of Education. When the Superintendent believes that the purchase of goods or services in excess of \$2,500 which are not provided for in the annual capital budget would be in the best interests of the district, s/he shall request Board approval for such purchase.
10. Notwithstanding all other sections contained herein, the purchasing authority may elect to procure in the name of the Board of Education or the New Milford Public Schools and equipment, materials, services or property via the State of Connecticut – Department of Administrative Services (DAS) purchase contracts (RFP's), where advantageous, in lieu of conducting a formal bid.

Notwithstanding any provision of this policy, the Board of Education reserves the right to waive the requirement of competitive bidding when it concludes that such a waiver would be in the best interests of the district. Further, this policy shall not apply to the purchase or acquisition of textbooks and other educational literature or items of a unique nature.

(cf. 3312 – Standardization of Supplies and Equipment)

Policy adopted: June 11, 2002
 Policy revised: June 10, 2003
 Policy revised: June 10, 2008
 Policy revised: March 8, 2011

NEW MILFORD PUBLIC SCHOOLS
 New Milford, Connecticut

Commentary: Suggested revision to add an additional factor.

3313.1

Business/Non-Instructional Operations

Local Purchasing

Local purchasing will be favored whenever the following factors are equal between local and nonlocal vendor:

1. Quality of product
2. Suitability of product
3. Price
4. Conformance to specifications
5. Convenience of delivery
6. General reputation of business firms
7. Past services to school district
8. ***Responsiveness and customer service***
- ~~8.9.~~ Any other factor bearing on the best interests of the school system.

Policy adopted: June 11, 2002
Policy revised: June 10, 2008

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

RECOMMENDED FOR REVISION

Commentary February 2014: Pursuant to legislation from 2013, each school district must develop and implement a school security and safety plan for its schools. The Department of Emergency Services and Public Protection was supposed to have established standards for such plans by January 1, 2014. When those standards become available, this policy may need to be revised.

3516.3(a)

Business/Non-Instructional Operations

Accident Prevention and Reporting Safety

~~The practice of safety shall also be considered a facet of the instructional plan of the district schools by virtue of educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.~~

~~Each building administrator shall be responsible for the reasonable supervision of general safety for his/her school and the Superintendent and his/her designee shall have overall responsibility for the safety considerations of the district. General areas of emphasis shall include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; school site selection; emergency procedures, including building lock-down, visitor control, violence prevention, and traffic safety problems relevant to students, employees and the community.~~

The safety of students and staff is an integral part of the educational program of the New Milford Public Schools. Violence prevention, crisis and emergency response, fire prevention, traffic and pedestrian safety, driver education, maintenance of buildings, grounds and equipment, accident record keeping, and other potential safety issues shall be addressed by a written school security and safety plan.

Development of the school district's security and safety plan will involve local officials from town, police, fire, public health, emergency management and emergency medical services and be based upon the standards developed by the Department of Emergency Services and Public Protection.

To the extent required by law, the district's security and safety plan will include the following elements:

- 1. Local law enforcement and public safety officials will evaluate, score, and provide feedback on fire and crisis response drills.*
- 2. Periodic reporting on fire and crisis response drills to the Department of Emergency Services and Public Protection as required;*
- 3. A command center organization structure*

Business/Non-Instructional Operations

~~Accident Prevention and Reporting~~ Safety

- 4. Crisis management procedures and procedures for managing various types of emergencies;*
- 5. School Security and Safety Committees for each school. The committees shall include, at minimum, a local police officer, a local first responder, a teacher, an administrator, a parent, and a mental health professional;*
- 6. The Board of Education will conduct a security and vulnerability assessment for each school every two years and amend the plan based on the results of such assessment;*
- 7. Safe School Climate Committees will collect, evaluate and report information relating to instances of disturbing or threatening behavior that may not meet the definition of bullying to the safe school climate coordinator and school security and safety committee;*
- 8. Training and orientation on the school security and safety plan and violence prevention training to each school employee.*

The Superintendent of Schools is authorized to develop the district's school security and safety plan in accordance with this policy and the standards established by the State of Connecticut.

Legal Reference:

Public Act 13-3 An Act Concerning Gun Violence Prevention and Children's Safety.

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 8, 2011

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

RECOMMENDED FOR REVISION

Commentary February 2014: In light of suggestion to rename 3516.3 as "Safety," this policy can simply be called "Sex Offender Notification."

3516.4(a)

Business/Non-Instructional Operations

Safety

Sex Offender Notification

The Board is desirous of taking certain precautionary measures in situations where the District has been advised by law enforcement officials that a convicted sex offender resides within the District.

Where school officials are advised that an individual convicted of a sexual offense resides within the school district, the District may give notice to certain staff members in accordance herewith in an effort to minimize the possibility that the released and registered sex offender will come into contact with students within the district while students are on school grounds under the supervision of school district personnel. In addition, the Board believes that cooperation with local law enforcement officials will best promote and protect the safety and well being of its students.

Whenever the Superintendent of Schools receives notice from the Department of Public Safety or other law enforcement official that a registered convicted sex offender is residing or planning to reside within the school district, such information may be disseminated at the discretion of the Superintendent to the following entities:

- (a) Building Principals;
- (b) Appropriate administrative and teaching staff;
- (c) Security personnel and those monitoring persons visiting on school district property;
- (d) Custodians;
- (e) Athletic coaches;
- (f) Supervisors of school related organizations or programs which regularly meet or are conducted on school district property;
- (g) Bus drivers.

Business/Non-Instructional Operations

Safety

Sex Offender Notification (continued)

The Board of Education recognizes that contact with sexual offenders is primarily a law-enforcement issue. However, the Superintendent may, at his or her discretion and depending on the circumstances, also disseminate such information to such additional individuals or groups of individuals who, in the opinion of the Superintendent have a specific and legitimate need to be notified of such information.

(cf. 1110.1- Parent involvement)
(cf. 1212-School volunteers)
(cf. 1250-Visits to Schools)
(cf. 1251-Loitering or Causing Disturbance)
(cf. 1411-Relations with Law Enforcement Agencies)
(cf. 3516-Safety)
(cf. 3517- Security of Buildings and Grounds)
(cf. 3517.1-Site and Building Access)

Legal Reference: Connecticut General Statutes

54-258 Availability of registration information. Immunity

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 8, 2011

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

<p style="text-align: center;">RECOMMENDED FOR REVISION AFTER FULL BOARD SECOND REVIEW</p>

Commentary 2013: Suggested revisions by legal counsel.

1250(a)

Community Relations

Visits to the Schools

The Board of Education and staff of the school district welcome ~~and strongly encourage~~ members of the community and other interested persons to visit the schools.

Board of Education members are expected to visit schools to become acquainted with school personnel and programs; however, Board members have authority only in scheduled meetings of the Board, as members of Board committees or when delegated specific tasks by specific Board action.

Members of the public and individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. Such visits shall be regarded as expressions of interest in school affairs and/or efforts to become informed about school programs and activities.

Subject to the direction and approval of the Board, the Superintendent is authorized to establish such reasonable regulations as will:

1. ~~Encourage~~ **Enable** visitors to observe our schools in operation.
2. Provide for appropriate hospitality for visitors.
3. Require all visitors to register in the office of the Principal upon their arrival at the school.
4. Ensure student safety.
5. Ensure that the orderly process of school activities is not disrupted.
6. Channel expressions of approval as well as constructive criticism to the staff and to the Board of Education.

Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

The Principal or her/his designee shall have complete authority to exclude from the school premises any persons whom s/he has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Principal believes are on the premises for the purpose of committing an illegal act.

Community Relations

Visits to the Schools (continued)

Visitor Registration

It is required that all visitors, including members of the Board of Education, register in the office of the Principal. Staff members should be alert to the presence of unauthorized visitors and report their presence to the Principal promptly.

~~Non-school people~~ *Visitors not associated with the schools* may not initiate, direct, conduct, control or regularly attend the meetings of student groups.

~~School volunteers are required to register in the Volunteer Sign-in book when they are visiting or volunteering in the schools.~~

(cf. 9010 - Responsibilities and Limits of Authority)

Legal Reference: Connecticut General Statutes

10-151b Evaluation by superintendents of certain educational personnel

53a-185 Loitering in or about school grounds: Class C misdemeanor.

ITEM OF INFORMATION REGULATION REVISION
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Commentary February 2014: Revisions to this regulation are in keeping with recent change in the law.

3152(a)

Business/Non-Instructional Operations

Spending Public Funds for Advocacy

Spending Public Funds to Inform Citizens Regarding Referenda

Section 9-369b, 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~~ ***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.***

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.

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

ITEM OF INFORMATION REGULATION REVISION
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Commentary: February 2014 - Proposed change in language puts emphasis on the circumstances of a donation rather than the identity or characteristics of the donor.

3280

Business/Non-Instructional Operations

Gifts to the School

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

For a gift to be accepted, the following criteria should be considered:

1. Have a purpose consistent with those of the school district.
2. Be offered ***under circumstances that are*** ~~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 district.
6. Will place no restrictions on the school program.
7. Will be suitable for use in meeting the instructional or operational needs of the school.
8. If the gift is technology material, such as computers and/or software, it must have the approval of the Director of Technology.
9. Will not be inappropriate or harmful to the best education of students.
10. Will not be in conflict with any provision of the school code or public law.

All gifts, grants and bequests shall become school district property.

A letter of appreciation signed by the Secretary of the Board of Education shall be sent to a donor.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

Regulation approved: June 11, 2002
Regulation revised: September 20, 2005
Regulation revised: June 10, 2008

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

ITEM OF INFORMATION REGULATION REVISION
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Commentary: Revisions are limited to correction of typo highlighted in gray below and addition of legal reference regarding sales tax exemption.

3281(a)

Business/Non-Instructional Operations

School Fund Raisers

General Guidelines

Fund raising activities in and for the schools must be distinguished from the sale of goods & services for the purpose of maintaining a school based enterprise.

Sales to raise money by Student, Youth or School organizations formed to support and sponsor youth activities may be made on an on-going basis without collecting sales tax if the merchandise is sold for \$20.00 or less. If merchandise is purchased for re-sale for the above purpose by an accredited elementary or secondary school organization within the New Milford Public School District, the organization may furnish the supplier with the Districts' State of Connecticut - Department of Revenue Services/Governmental Agency Exemption Certificate signed by the School Business Manager. The Purchases of Meals or Lodging for fundraising purposes are treated separately and in general sales tax must be paid to the vendor for such purposes.

Sales by District - Student, Youth & School organizations over this \$20.00 limit will be prohibited (subject to exemptions in the following section), as this would require the District to register as a vendor with the Department of Revenue Services and collect Sales and Use Tax on Sales.

Exemption for (5) five one day fundraising or social events during the calendar year:

Sales of tangible personal property at bazaars, fairs, picnics, tag sales or similar events to the extent of (5) five such events of a day's duration held during any calendar year are exempt from Sales and use tax.

Sales qualifying for this exemption ~~on~~ do not include sales at retail establishments operated by District organizations such as thrift stores or gift shops.

Fund raising events of this nature will be limited to (5) events during the calendar year for the entire District.

The treatment for School Based Enterprises (SBE) does not fall within the fund-raising category with respect to sales and use tax exemptions. As sales of tangible personal property, manufactured or fabricated goods and services are for profit, and will generally exceed the \$20.00 fund raising limit on an on-going basis these group(s) within the District, it will be required that the District register with the Department of Revenue Services of the Collection & subsequent remittance of Sales and Use Tax. Furthermore, the purchases of materials or services

Business/Non-Instructional Operations**School Fund Raisers****General Guidelines (cont'd.)**

for re-sale by these entities cannot be made as tax exempt purchases under the Districts Governmental Exemption Certificate. (Please refer to the Procedure for the Establishment and Maintenance of School Based Enterprises and/or contact the Business Office for assistance).

Procedures:

In accordance with New Milford Board of Education Policy #'s 1324 and 3281 the following procedural requirements must be fulfilled.

1. Requests for fund raising activities shall be directed to the office of the school Principal on the appropriate form (Form # "1324" or "3281") for approval at the building level.
2. The school Principal shall maintain a copy of all request forms and forward a copy to the superintendent or his or her designee for final approval.
3. A copy of the authorized Fund-Raising Activity Approval Form will then be returned to the Building Principal with a copy sent to the Business Office to remain on file.
4. Any and all fund raising events requiring the use of one of the Districts' (5) day exemptions pursuant to the aforementioned guidelines, will be clearly marked as such and will be considered upon review by the Superintendent of Schools and the Board of Education based on the overall benefit of the fund raising event and its relevancy to the goals and objectives of the District.
5. After completion of the fund-raising event the Business Office will send Form # 1324A or 3281A to the Supervisor/contact person listed on the approval form. This form must be completed by the indicated Supervisor and returned to the Business Office within one week of receipt. A copy of the form shall then be sent to the Building Principal and maintained on file at the Business Office along with the original #1324 Approval Form.

Any questions regarding procedures and policies relating to Fund-Raising or Enterprise activities within the District should be directed to the Business Manager.

Legal Reference: *Conn. Gen. Stat. §12-412(26) Exemptions*

ITEM OF INFORMATION REGULATION REVISION
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Commentary: Suggested revisions are similar to those suggested for Board Policy 3313.

3324.1

Business/Non-Instructional Operations

Contracts

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and outside agencies shall be prepared under the supervision of the Superintendent or designee, and where appropriate, be reviewed by the legal adviser to the district.

Affirmative Action

~~The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.~~

The school district shall require contractors to agree and warrant that they will not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, marital status, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or genetic information either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq.
(Higher Education Act)

Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

Regulation approved: June 11, 2002

Regulation revised: June 10, 2008

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

ITEM OF INFORMATION REGULATION REVISION
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Commentary, February 2014: Suggested revisions update references to "Business Manager" and "Business Office."

3453(a)

Business/Non-Instructional Operations

School Activity Funds/Accounts

Account Classifications

1. Activity Specific (Adult Ed., Building Use, Driver Education, Medical Expense, Pepsi, Summer School, etc.)
2. Scholarship & Awards
3. Student Organizations
4. School Enterprises
5. General

Establishing an Account

All bank accounts must be listed with the District's **Business Fiscal Services** Office. Before any new account is opened or established an "Application for Establishing a New Activity Account" must be submitted to the District's **Business Fiscal Services** Office. (Application form is attached.) This information will serve as the basis for requesting a resolution from the Board of Education authorizing the account.

Revenue/Receipts

Revenue or income may be generated from a number of sources including athletics, class activities, club activities, collections from students and/or parents, concessions, donations, dues, fees, fund raising (refer to Policy and Procedure #1324), etc. The proper recording of all revenue is an essential part of accounting for activity funds. Receipt control procedures shall include but not be limited to the following:

- a. Funds should be turned in to the school Principal or his/her designee within 24 hours of receipt.
- b. Pre-numbered receipt forms, written promptly upon receipt of the funds, should be used to account for all funds. Each receipt should bear the name of the specific account (Student Council, Class of 2004, Mrs. Smith's Boston field trip, etc.) for which it is intended. The source of funds being presented for deposit should also be identified (dance ticket sales, class dues, field trip, gate receipts, etc.). Some type of a "proof of cash" should accompany all deposits (140 tickets @ \$3.00 = \$420.00 or 220 candy bars @ \$0.75 = \$165.00). This is especially relevant for ticket sales and fund raising activities.
- c. Receipts should be posted to a "Receipts Ledger" on a daily basis.
- d. All checks to be deposited in an activity account are to be endorsed immediately upon receipt with a restricted endorsement (For Deposit Only Acct 000X).

Business/Non-Instructional Operations

School Activity Funds/Accounts

Revenue/Receipts (continued)

- e. All money collected shall be placed in a locked and secure area for safe keeping prior to making the bank deposit.
- f. Bank deposits are to be made on a regular basis. (Daily if needed depending upon the volume of activity). In no case should funds be left in a building over weekends or holidays.

Disbursements

All disbursements or expenditures should be made via pre-numbered checks, which shall server as the basis for making an entry recording the disbursement. A "Disbursement Ledger" shall be maintained for all expenditures or withdrawals. In most instances a check register will serve this purpose. All accounts shall require at least two (2) signatures for expenditures or withdrawals. This pertains to savings as well as checking accounts. At least one (1) signature must be from the building level (usually the Building Principal) and one from the Central Office (usually someone in the *Business Fiscal Services* Office).

- a. In no instance may activity funds be used for any purpose that represents an accommodation, loan or credit to any person.
- b. Invoices bearing signatures certifying receipt of goods or services must support disbursements. In instances when an invoice might not be readily available (i.e. deposit or admission fee), other sufficient documentation must be presented or accompany the request for disbursement.
- c. Accuracy of prices, extensions and totals should be checked prior to payment.
- d. Payments should not be made off of statements or copies of invoices.
- e. If a reimbursement is being made for a direct purchase, an invoice or cash register receipt should accompany it. If such an item is not available, a signed statement acceptable to the signatory must be provided. This statement must include a complete description of the transaction.
- f. Under ~~HQ~~ **NO** circumstance is a district employee to be paid directly from an activity account for any type of service.
- g. When a disbursement is made, the invoice or other supporting documentation should be marked "Paid" and then filed in an appropriate manner.

Other

The following procedures are also essential for proper accounting of activity funds:

- a. Appropriate subsidiary ledgers/accounts are to be maintained for any general type account/fund so as to insure that funds are being expended by the activity and/or students who have raised the funds.

Business/Non-Instructional Operations**School Activity Funds/Accounts****Other** (continued)

- b. Bank statements are to be reconciled on a monthly basis. The end of each month will serve as the cut-off date for reconciling the bank statement and the related activity account(s).
- c. A monthly report should be submitted to the ~~Business~~ **Fiscal Services** Office. The reports should include:
 - 1. Opening balance (start of month)
 - 2. All receipts/revenue for month
 - 3. All expenditures/withdrawals for month
 - 4. Closing balance (end of month)
 - 5. A copy of the most recent bank statement should be submitted for each account. (For checking accounts, a copy of the current bank reconciliation should be submitted.)
 - 6. Reports should be submitted no later than the 15th of the month for the month preceding.
- d. The appropriate advisor/officer of each organization for which an account is maintained should receive a report at least twice each fiscal year.
- e. The ~~School Business Mgr.~~ **Director of Fiscal Services** shall have the responsibility and authority to implement all policies, procedures and rules pertaining to the supervision and administration of all activity accounts within the district.
- f. All accounts are subject to municipal audit. In addition, the ~~Business~~ **Fiscal Services** Office will implement such internal checks and procedures as deemed necessary to insure compliance with applicable procedures and policies.