

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

**POLICY SUB-COMMITTEE**  
**MEETING NOTICE**

<b>DATE:</b>	<b>May 4, 2021</b>
<b>TIME:</b>	<b>6:45 P.M.</b>
<b>PLACE:</b>	<b>Sarah Noble Intermediate School Library Media Center</b>

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](mailto:suptoffice@newmilfordps.org) for distribution to Board members.

**Join Zoom Meeting**

<https://zoom.us/j/99447597830?pwd=a1RPdVUrYURvaTNDZFIHcG1XU3pUdz09>

Meeting ID: 994 4759 7830

Passcode: 195999

One tap mobile

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RECEIVED  
TOWN CLERK  
2021 APR 30 A 8:05

NEW MILFORD, CT

**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:

- 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 Second Review:**

- 1. 3152 Spending Public Funds for Advocacy
- 2. 3300 Purchasing

### **B. Policies for First Review:**

- 1. 1324 Fundraising by Students
- 2. 3240 Tuition Fees
- 3. 3260 Sales & Disposal of Books, Equipment & Supplies
- 4. 3270 Disposition and Rental of Real Property
- 5. 3280 Gifts to the School
- 6. 3281 School Fundraisers
- 7. 3313 Relations with Vendors
- 8. 3313.1 Local Purchasing

## **4. Items of Information**

### **A. Regulations for Review:**

- 1. 3280 Gifts to the School
- 2. 3281 School Fundraisers

## **5. 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.

## **6. Adjourn**

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

**Alternates:** **Wendy Faulenbach**  
**Brian McCauley**

## FOR SECOND REVIEW

*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 assessed for the use of school facilities must be assessed 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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR SECOND REVIEW

*COMMENTARY: This policy is not mandated by law but virtually all districts have a purchasing policy (or policies) and administrative regulations that set out protocols for the district's procurement of goods and services.*

*Legal recommends raising the dollar thresholds highlighted below. These are recommendations and can be raised or lowered as the Board sees fit. The Board will need to decide how much each of these should be raised. The below language changes streamline the RFP process and create a clear procedure for emergency purchasing.*

**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)~~ **fifty thousand dollars (\$50,000)**, 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 or by posting electronically. Bids shall be advertised in the area newspaper for at least one day.~~ Suppliers ~~shall~~ **may** be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed **or emailed** 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 **sealed or otherwise** submitted in **a confidential manner**. ~~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.

## Business/Non-Instructional Operations

### Purchasing

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 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)~~ **twenty-five thousand dollars (\$25,000) but less than fifty thousand dollars (\$50,000)**, 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.

## Business/Non-Instructional Operations

### Purchasing

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.

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~~ **elect to waive the competitive bidding requirements set forth in this policy**. All ~~such urgent transactions~~ **competitive bid waivers** shall be reported to the Board of Education within one month of their occurrence.
9. All purchases in excess of ~~\$5,000~~ **twenty-five thousand dollars (\$25,000)** shall be made only upon prior approval of the Board of Education. **This requirement shall apply for all purchases regardless of whether competitive bidding requirements have been waived by the Superintendent in accordance with the preceding section.** ~~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. **The Superintendent or his or her designee shall be authorized to make all purchases below ~~twenty-five thousand dollars (\$25,000)~~ in value without prior approval of the Board of Education. Purchases valued at ~~five thousand dollars (\$5,000)~~ or less may be made in the ordinary course of District operations without the need for prior Board approval or post-purchase reporting to the Board so long as such purchase is made for goods or services specified in an identified line-item in the District's adopted budget for the fiscal year. Purchases valued in excess of ~~five thousand dollars (\$5,000)~~ in value but less than ~~twenty-five thousand dollars (\$25,000)~~ in value may be made in emergency situations by the Superintendent or his or her designee without the need for prior Board approval but must be reported to the Board by the Superintendent at the Board's next scheduled meeting.**
11. 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.



**Business/Non-Instructional Operations**

**Purchasing**

(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  
Policy revised: May 13, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



Office of Fiscal Services & Operations  
50 East Street  
New Milford, Connecticut 06776

**MAY 2021**  
**POLICY SUB-COMMITTEE**  
**3A-2**

**TO: Ms. Alisha DiCorpo, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: April 28, 2021**  
**RE: Purchase Resolution related to Purchasing Policy 3300**

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With regards to the Purchase Resolution from the month of July 2020 through March 2021, 283 individual items were approved of which 55 were over \$50,000. If we factor out those 55 for purpose of analyzing those under \$50,000 only, the new subset total is 228 (283-55). Those 228 items are listed on the following pages, shaded in incremental bands of \$5,000 with the following distribution:

103 of the 228 are between \$5,000 and \$9,999 – 45%  
47 of the 228 are between \$10,000 and \$14,999 – 21%  
25 of the 228 are between \$15,000 and \$19,999 – 11%  
15 of the 228 are between \$20,000 and \$24,999 – 7%  
5 of the 228 are between \$25,000 and \$29,999 – 2%  
8 of the 228 are between \$30,000 and \$34,999 – 4%  
10 of the 228 are between \$35,000 and \$39,999 – 4%  
4 of the 228 are between \$40,000 and \$44,999 – 2%  
11 of the 228 are between \$45,000 and \$50,000 – 5%

During this fiscal year so far, there have been two items that had to be navigated via a special meeting as they were time sensitive and current policy would not permit the Administration to move ahead:

- Audio / Video recording services for BOE meetings
- Consulting services related to hiring a Interim Technology Director

There were also two additional items that may have risen to the same status but we were lucky enough that these two failures occurred within an allowable time frame of a forthcoming BOE meeting:

- SNIS water leak
- NMHS variable frequency driver failure on HVAC

*Sincerely,*  
*Anthony J. Giovannone*  
*Director of Fiscal Services and Operations*

ID#	Funding	Location	Vendor Name	Description	Amount
1	COVID EXP	FACILITIES	ENHANCE A COLOUR CORP	STUDENT & STAFF DIVIDERS	\$ 50,000.00
2	GENERAL	FACILITIES	SIEMENS INDUSTRY INC	20/21 YEARLY - BUILDING AUTOMATION SERVICE & REPAIRS	\$ 50,000.00
3	GENERAL	DISTRICT	PEARSON EDUCATION	20/21 YEARLY - INVESTIGATIONS, STUDENT EDITION	\$ 49,916.71
4	GENERAL	TECHNOLOGY	REDIKER SOFTWARE	20/21 YEARLY - ADMINPLUS SUBSCRIPTION	\$ 48,510.00
5	GENERAL	HPS	NORBERT E MITCHELL CO	20/21 YEARLY - OIL FOR LOCATION	\$ 47,440.00
6	COVID EXP	FAC	WESCO	SMS - STUDENT DESK SHIELDS (1296) - WITH SUPPORT CLIPS	\$ 47,304.00
7	GENERAL	DISTRICT	MURPHY ROAD HOLDINGS, INC	20/21 YEARLY - TRASH AND RECYCLING PICKUPS FOR DISTRICT	\$ 47,217.84
8	GENERAL	SPED	TRANSITION SERV. OF FAIRFIELD COUNTY	20/21 YEARLY - TUITION	\$ 47,200.00
9	GRANT - TITLE I & II	DOI	READING WRITING PROJECT NETWORK, LLC	PD & COACHING FOR K-5 T.C. READING/WRITING UNITS	\$ 46,000.00
10	COVID EXP	FAC	WESCO	NMHS - STUDENT PORTABLE SHIELDS (1300)	\$ 45,500.00
11	GENERAL	DISTRICT	TOWN OF NEW MILFORD	AUDITOR FEE FOR 20/21 (BOE PORTION)	\$ 45,000.00
12	GENERAL	SPED	NORTH BRANFORD BOARD OF ED.	20/21 YEARLY - TUITION (2 STUDENTS)	\$ 43,632.40
13	GENERAL	SPED	EASTCONN	20/21 YEARLY - TUITION FOR 1 STUDENT WITH ADDITIONAL SERVICES	\$ 41,503.32
14	GENERAL	DISTRICT	LEARNING A-Z	20/21 YEARLY - DISTRICT LICENSES	\$ 40,293.73
15	GENERAL	DISTRICT	REVISION LEARNING	ADMIN EVALS FOR 20/21	\$ 40,000.00
16	COVID EXP	SPED	THE NURSE NETWORK	20/21 YEARLY - ON SITE NURSE AT NMHS FOR ADULT EDUCATION PROGRAM	\$ 39,000.00
17	GENERAL	SPED	EAGLE HILL FOUNDATION, INC	20/21 YEARLY - TUITION	\$ 38,110.00
18	5YR CAPITAL	FACILITIES	SIEMENS INDUSTRY INC	LABOR TO INSTALL ALARM PANEL SWITCHES, MODULES & RELAYS	\$ 38,000.00
19	GENERAL	DISTRICT	DANBURY PUBLIC SCHOOLS ADMIN. CTR	20/21 YEARLY - MAGNET SCHOOL TUITION	\$ 37,800.00
20	GENERAL	SPED	PATRICIA BRADBURY	20/21 YEARLY - BCBA SERVICES (GENERAL FUND PIECE)	\$ 37,200.00
21	GENERAL	DISTRICT	NWEA	DISTRICT MAP TESTING	\$ 36,823.00
22	GENERAL	NES	NORBERT E MITCHELL CO	20/21 YEARLY - OIL FOR LOCATION	\$ 35,599.00
23	GENERAL	DISTRICT	LEN TOMASELLO	20/21 YEARLY - PER DOI PROGRAMS @ SMS, SNIS, NES AND HPS	\$ 35,000.00
24	GENERAL	DOI	LEN TOMASELLO	20/21 YEARLY - PER DOI FOR PROGRAMS @ SMS, SNIS, NES AND HPS	\$ 35,000.00
25	GENERAL	SPED	VILLA MARIA EDUCATION CENTER	20/21 YEARLY - TUITION	\$ 35,000.00
26	GENERAL	TECHNOLOGY	SEVERIN INTERMEDIATE HOLDINGS	20/21 YEARLY - POWERSCHOOL SIS SUBSCRIPTION	\$ 34,850.00
27	GENERAL	SPED	AMERICAN SCHOOL FOR THE DEAF	20/21 YEARLY - TUITION	\$ 34,736.00
28	COVID EXP	TECH	OMNI DATA	WIRELESS ACCESS POINTS (65)	\$ 34,368.10
29	GENERAL	DISTRICT	REGIONAL SCHOOL DISTRICT 14	20/21 YEARLY - VOAG. TUITION 5 STUDENTS - 0 RECEIVING ADDITIONAL SERVICES	\$ 34,115.00
30	GENERAL	DISTRICT	TOWN OF NEW MILFORD	20/21 YEARLY - POSTAGE FOR DISTRICT	\$ 32,731.00
31	GENERAL	FACILITIES	APPLE HILL ENTERPRISES, LLC	20/21 YEARLY - DOOR HARDWARE AND LOCKSMITH SERVICES	\$ 32,000.00
32	GENERAL	DISTRICT	RICOH USA	20/21 YEARLY - SERVICE CONTRACT AND OVERAGES ALLOWANCE	\$ 32,000.00
33	GENERAL	TECHNOLOGY	SHI INTERNATIONAL	MICROSOFT OFFICE AND WINDOWS SOFTWARE AND LICENSES	\$ 31,804.20
34	GRANT- TITLE I	DISTRICT	CDW GOVERNMENT INC	CHROMEBOOKS WITH LICENSES (143)	\$ 28,171.00
35	GENERAL	DISTRICT	FRONTLINE TECHNOLOGIES GROUP	20/21 YEARLY - TIME/ATTENDANCE AND APPLITRACK LICENSE FEE	\$ 27,651.69
36	COVID EXP	TECHNOLOGY	OMNI DATA LLC	ARUBA WIRELESS ACCESS POINTS (40)	\$ 27,600.00
37	COVID EXP	FACILITIES	ENHANCE A COLOUR CORP	CAFETERIA SHIELDS & SMS CLASSROOM TABLE SHIELDS	\$ 27,565.00
38	GENERAL	C.O.	NORBERT E MITCHELL CO	20/21 YEARLY - OIL FOR LOCATION	\$ 26,250.00
39	5YR CAPITAL	FACILITIES	KONE INC	ELEVATOR HYDRAULIC CYLINDER REPLACEMENT @ SNIS (2ND PAYMENT)	\$ 24,428.18
40	COVID EXP	FACILITIES	RUSTAM GALYANUROV	ADDITIONAL AIR FILTRATION UNITS (2 LARGE & 5 SMALL)	\$ 24,300.00

ID#	Funding	Location	Vendor Name	Description	Amount
41	GENERAL	SPED	(NAME WITHHELD)	MEDIATION AGREEMENT	\$ 24,000.00
42	GENERAL	NES	PEARSON EDUCATION	MATH WORKBOOKS	\$ 23,972.70
43	GENERAL	NMHS	CONN-SELMER INC	20/21 YEARLY - LEASE OF MUSIC INSTRUMENTS	\$ 23,362.25
44	COVID EXP	TECHNOLOGY	CDW GOVERNMENT INC	335 WEBCAMS	\$ 23,115.00
45	GENERAL	FACILITIES	HOME DEPOT	20/21 YEARLY - FACILITIES SUPPLIES	\$ 23,000.00
46	GENERAL	DISTRICT	RICOH USA	20/21 YEARLY - LEASE OF 22 COPIERS	\$ 23,000.00
47	GENERAL	DISTRICT	TELESERV	20/21 YEARLY - ANNUAL MATENANCE COVERAGE FOR PHONE SYSTEM	\$ 22,890.00
48	GENERAL	NMHS	COLLEGE ENTRANCE EXAMINATION BOARD	AP EXAMINATION FEE'S	\$ 22,750.00
49	GENERAL	NMHS	MCGRAW-HILL EDUCATION, INC	U.S. HISTORY BOOKS	\$ 22,677.06
50	COVID EXP	FACILITIES	RUSTAM GALYANUROV	BAIKAL AIR FILTRATION UNITS - LARGE (2) AND SMALL (5)	\$ 22,300.00
51	GENERAL	DISTRICT	TOWN OF NEW MILFORD	20/21 YEARLY - GASOLINE FUEL	\$ 21,596.00
52	GENERAL	C.O.	CONNECTICUT LIGHT AND POWER	20/21 YEARLY - ELECTRIC SERVICE FOR LOCATION	\$ 21,068.00
53	COVID EXP	FAC	FW WEBB	WATER BOTTLE FILLING STATIONS & FILTERS (120)	\$ 20,110.20
54	CAPITAL - UNIFORMS	NMHS	VARSITY BRANDS HOLDING CO	FOOTBALL TEAM JERSEYS (80 HOME & 80 AWAY)	\$ 19,776.00
55	GENERAL	DISTRICT	NORBERT E MITCHELL CO	20/21 YEARLY - FUEL FOR FACILITIES	\$ 19,536.00
56	GENERAL	SPED	FRONTLINE TECHNOLOGIES GROUP	20/21 YEARLY - IEP DIRECT LICENSE FEE	\$ 19,429.66
57	GENERAL	DISTRICT	VERIZON WIRELESS	20/21 YEARLY - CELL PHONE SERVICE	\$ 19,241.51
58	GENERAL	DISTRICT	HUMANA INSURANCE CO	20/21 YEARLY - VISION INSURANCE	\$ 18,512.00
59	GENERAL	SPED	EDUCATION WITHOUT WALLS	SETTLEMENT AGREEMENT FOR TUITION 19-20	\$ 18,225.00
60	GENERAL	FACILITIES	CONNECTICUT LIGHT AND POWER	20/21 YEARLY - ELECTRIC SERVICE FOR LOCATION	\$ 18,039.00
61	GENERAL	FACILITIES	AIR TEMP MECHANICAL SERVICES	20/21 YEARLY - HVAC SERVICE DISTRICT WIDE	\$ 18,000.00
62	GENERAL	SPED	AMERICAN SCHOOL FOR THE DEAF	20/21 YEARLY - AUDIOLOGY SERVICES	\$ 18,000.00
63	COVID EXP	FACILITIES	STATE EDUCATION RESOURCE CENTER	PPE SUPPLIES	\$ 17,815.63
64	COVID EXP	FACILITIES	WB MASON COMPANY	PPE SUPPLIES	\$ 17,815.63
65	GENERAL	SPED	WASHINGTON MONTESSORI	20/21 YEARLY - TUITION	\$ 17,500.00
66	GENERAL	SPED	EDADVANCE	20/21 YEARLY - TUITION	\$ 17,055.00
67	GENERAL	DOI	EDGENUITY, INC	ODYSSEYWARE LICENSES	\$ 16,500.00
68	GENERAL	DISTRICT	CONNECTICUT ASSOC OF BOE, INC	20/21 YEARLY - DISTRICT MEMBERSHIP DUES	\$ 16,275.00
69	GENERAL	NMHS	CANTERBURY SCHOOL	ICE RINK RENTAL FEES FROM 11/27/19 - 3/5/20	\$ 16,145.00
70	GENERAL	SPED	THE SEED CENTER	20/21 YEARLY - B.C.B.A. SERVICES	\$ 16,000.00
71	COVID EXP	FAC	WESCO	ADDITIONAL DESK SHIELDS (400)	\$ 15,868.00
72	GENERAL	DISTRICT	AMERICAN FAMILY LIFE ASSURANCE CO	20/21 YEARLY - SHORT TERM DISABILITY INSURANCE	\$ 15,613.56
73	GENERAL	SPED	KINNEY MANAGEMENT SERVICES	20/21 YEARLY - KSYSTEMS ANNUAL LICENSE FEE	\$ 15,200.00
74	GENERAL	HPS	PEARSON EDUCATION	INVESTIGATIONS COMMON CORE SUBSCRIPTION AND LICENSE K-2	\$ 15,123.59
75	GENERAL	SPED	DANA JOHNSON LAW OFFICES	SETTLEMENT AGREEMENT FOR TUITION 19-20	\$ 15,000.00
76	GENERAL	SPED	DANA JOHNSON LAW OFFICES	SETTLEMENT AGREEMENT FOR TUITION 19-20	\$ 15,000.00
77	GENERAL	SPED	DANBURY PUBLIC SCHOOLS	MAGNET SCHOOL TUITION 19-20	\$ 15,000.00
78	GENERAL	DISTRICT	UNEMPLOYMENT COMP. ADMIN.	20/21 YEARLY - UNEMPLOYMENT INSURANCE	\$ 15,000.00
79	COVID EXP	FAC	N/A	ADDITIONAL SANITATION ATTENDANTS FOR ANTICIPATED REOPEN PK-2 (3)	\$ 14,535.00
80	GRANT	NMHS	CDW GOVERNMENT INC	THINKPAD LAPTOPS (16)	\$ 14,160.00

ID#	Funding	Location	Vendor Name	Description	Amount
81	GENERAL	DISTRICT	NEWSELA, INC	20/21 YEARLY - LICENSE FEE FOR GRADES K-5	\$ 14,000.00
82	COVID EXP	FAC	WESCO	NMHS - TEACHER DESK SHIELDS (88) - WITH SUPPORT CLIPS	\$ 13,772.00
83	GENERAL	DISTRICT	PANORAMA EDUCATION	20/21 YEARLY - PANORAMA PLATFORM SERVICE	\$ 13,756.25
84	GENERAL	SPED	TOLLAND PUBLIC SCHOOLS	TUITION SERVICES LEAP PROGRAM FROM DECEMBER - FEBRUARY FOR 1 STUDENT	\$ 13,443.00
85	COVID EXP	TECHNOLOGY	CDW GOVERNMENT, INC	CHROMEBOOKS AND LISENCES (35)	\$ 13,440.00
86	GENERAL	DISTRICT	INTECH HEALTH VENTURES	20/21 YEARLY - ACA REPORTING SERVICES	\$ 13,200.00
87	GENERAL	TECHNOLOGY	DELL MARKETING	POWER EDGE R730 UPGRADES AND EXTENSIONS	\$ 13,025.60
88	GENERAL	FACILITIES	PEN MAR BOILER CLEANING INC	20/21 YEARLY - BOILER SERVICE	\$ 12,950.00
89	GENERAL	TECHNOLOGY	GO GUARDIAN	GO GUARDIAN ADMIN - TECHNOLOGY SOFTWARE LICENSE	\$ 12,826.71
90	GENERAL	TECH	AMPLIFIED IT, LLC	G-SUITE ENTERPRISE RENEWAL LICENSE FOR EDUCATION	\$ 12,600.00
91	GENERAL	DOI	EDADVANCE	LIVEBOOK LICENSES	\$ 12,500.00
92	GENERAL	TECHNOLOGY	OMNI DATA	20/21 YEARLY - ARUBA CONTROLLERS & SOFTWARE UPDATE RENEWAL	\$ 12,225.54
93	GENERAL	TECHNOLOGY	OMNI DATA LLC	20/21 YEARLY - HARDWARE AND SOFTWARE SUPPORT	\$ 12,225.54
94	GENERAL	DISTRICT	CIGNA BEHAVIORAL HEALTH	20/21 YEARLY - EMPLOYEE ASSISTANCE PROGRAM	\$ 12,000.00
95	GENERAL	FACILITIES	CLEARWATER INDUSTRIES	20/21 YEARLY - WATER TREATMENT SERVICES	\$ 12,000.00
96	GENERAL	FACILITIES	HINDING TENNIS	REPAIRS TO NMHS TENNIS COURT - NOT TO EXCEED	\$ 12,000.00
97	GENERAL	FACILITIES	SHERWIN WILLIAMS	20/21 YEARLY - FACILITIES SUPPLIES	\$ 12,000.00
98	GENERAL	DISTRICT	WILCO SALES & SERVICE INC	20/21 YEARLY - OPERABLE WALLS SERVICE DISTRICT WIDE	\$ 12,000.00
99	COVID EXP	TECHNOLOGY	PEAR DECK, INC	PREMIUM SERVICE FOR DISRTICT	\$ 11,840.00
100	GENERAL	TECHNOLOGY	PEAR DECK, INC.	PRESENTATION TOOL FOR GOOGLE PLATFORM	\$ 11,840.00
101	COVID EXP	FAC	WESCO	SMS - TEACHER DESK SHIELDS (75) - WITH SUPPORT CLIPS	\$ 11,737.50
102	GENERAL	DISTRICT	NEW MILFORD SEWER COMMISSION	20/21 YEARLY - SEWER USE FEES @ SNIS, NMHS & C.O.	\$ 11,671.25
103	GENERAL	DISTRICT	IXL LEARNING, INC	20/21 YEARLY - LICENSE FEE FOR GRADES K-5	\$ 11,550.00
104	GENERAL	SPED	KRISTI SACCO ADORANTE	20/21 YEARLY - NEUROPSYCH EVALUATIONS	\$ 11,500.00
105	GENERAL	TECHNOLOGY	INTRADO INTERACTIVE SERVICES CORP	SCHOOL MESSENGER & APP RENEWAL	\$ 11,480.51
106	GENERAL	FACILITIES	DUDE SOLUTIONS, INC	20/21 YEARLY - WORK ORDER SYSTEM MANAGEMENT	\$ 11,474.37
107	GENERAL	TECHNOLOGY	EDUCATIONAL TECH AND LIFE CORP.	LEVEL ONE GOOGLE CERTIFICATION CLASS (2 SESSIONS)	\$ 11,400.00
108	GENERAL	TECHNOLOGY	SHI INTERNATIONAL	ADOBE SIGN AND ADOBE CREATIVE CLOUD LICENSES	\$ 11,375.00
109	GENERAL	SPED	ALL-STAR TRANSPORTATION	20/21 YEARLY - LEASE OF CHEVROLET MID BUS FOR 10 MONTHS	\$ 11,158.32
110	GRANT- TITLE IV	DOI	JO ANN FRIEBERG	VIRTUAL TRAINING SESSIONS ON SCHOOL CLIMATE	\$ 10,800.00
111	GENERAL	TECH	TREASURER, STATE OF CT.	20/21 YEARLY - CEN INTERNET ACCESS	\$ 10,800.00
112	GRANT	SPED	MICHELINE HARKIN	A.T. CONSULTATIONS AND REPORTS FOR JULY - DECEMBER	\$ 10,660.00
113	COVID EXP	TECHNOLOGY	MOHAWK USA, LLC	ADDITIONAL CHROMEBOOK CASES	\$ 10,482.03
114	GENERAL	DISTRICT	FRONTLINE TECHNOLOGIS GROUP LLC	20/21 YEARLY - RTIM LICENSE FEE	\$ 10,141.55
115	GENERAL	FACILITIES	AIR TEMP MECHANICAL SERVICES	20/21 YEARLY - CHILLER MAINTENANCE @ NMHS	\$ 10,000.00
116	GENERAL	FACILITIES	DUMOUCHEL PAPER COMPANY	20/21 YEARLY - FACILITIES SUPPLIES	\$ 10,000.00
117	GENERAL	DISTRICT	EDADVANCE	IN-DISTRICT SERVICES AND SUPPORT UNTIL FULL TIME H.R. DIRECTOR BEGINS	\$ 10,000.00
118	GENERAL	SPED	FOUR WINDS HOSPITAL	20/21 YEARLY - TUITON	\$ 10,000.00
119	GENERAL	FACILITIES	FUSS & O'NEILL, INC	20/21 YEARLY - REPAIRS	\$ 10,000.00
120	GENERAL	SPED	JEFFREY LANDAU	20/21 YEARLY - EVALUATIONS & CONSULTATIONS	\$ 10,000.00

ID#	Funding	Location	Vendor Name	Description	Amount
121	COVID EXP	FACILITIES	NEXT GEN SUPPLY GROUP INC	CLEANING SUPPLIES & PPE	\$ 10,000.00
122	GENERAL	SPED	PEADIATRIC NEUROPSYCH. SERVICES	20/21 YEARLY - NEUROPSYCH EVALUATIONS	\$ 10,000.00
123	COVID EXP	SPED	SEAGULL VENTURES	20/21 YEARLY - SPEECH & LANGUAGE SERVICES	\$ 10,000.00
124	COVID EXP	SPED	SPEECH PATHOLOGY GROUP	20/21 YEARLY - SPEECH & LANGUAGE SERVICES	\$ 10,000.00
125	GENERAL	FACILITIES	THYSSENKRUPP ELEVATOR	20/21 YEARLY - SNIS ELEVATOR MAINTENANCE SERVIC	\$ 10,000.00
126	GENERAL	TECHNOLOGY	IBOSS, INC	20/21 YEARLY - MALWARE DEFENSE SUBSCRIPTION	\$ 9,882.85
127	COVID EXP	FACILITIES	DECKER INC	ELEMENTARY DESKS (100)	\$ 9,746.30
128	COVID EXP	FAC	DURKIN'S INC.	SMS RENTALS FOR LUNCH - TENT (1) / TABLES (18) / CHAIRS (72) - THROUGH JUNE 16, 2021	\$ 9,694.70
129	GENERAL	TECHNOLOGY	IFS CONSULTING SERVICES, LLC	20/21 YEARLY - ANNUAL MAINTENANCE	\$ 9,691.33
130	GENERAL	NMHS	SELECT PHYSICAL THERAPY	ATHLETIC TRAINING SERVICES - PAYMENT 1 OF 3	\$ 9,355.00
131	GENERAL	FACILITIES	THE TRANE COMPANY	20/21 YEARLY - CHILLER MAINTENANCE @ SNIS	\$ 9,324.00
132	GENERAL	FACILITIES	FAT CITY SCREEN PRINTING	ANNUAL UNIFORM ORDER - CUSTODIAL & MAINTENANCE STAFF	\$ 9,313.88
133	COVID EXP	FAC	DURKIN'S INC.	NMHS RENTALS FOR LUNCH - TENT (1) / TABLES (18) / CHAIRS (0) - THROUGH JUNE 16, 2021	\$ 9,281.50
134	GRANT	ADULT ED	CDW GOVERNMENT, INC.	CHROMEBOOKS AND LICENSES (40 UNITS)	\$ 9,160.00
135	GRANT	SPED	PATRICIA BRADBURY	BCBA SERVICES FOR REMAINDER OF 20/21 SCHOOL YEAR	\$ 9,105.59
136	COVID EXP	TECHNOLOGY	PC PARTS PLUS, LLC	CHROMEBOOK POWER ADAPTERS, PALM RESTS AND LCD PANELS	\$ 9,021.30
137	GENERAL	SPED	CT PSYCHIATRIC AND WELLNESS CENTER	20/21 YEARLY - EVALUATIONS & CONSULTATIONS	\$ 9,000.00
138	GENERAL	FACILITIES	DANBURY WINSUPPLY	20/21 YEARLY - FACILITIES SUPPLIES	\$ 9,000.00
139	GENERAL	FACILITIES	ELECTRICAL WHOLESALERS	20/21 YEARLY - FACILITIES SUPPLIES	\$ 9,000.00
140	GENERAL	FACILITIES	F&M ELECTRIC SUPPLY CO, INC	20/21 YEARLY - FACILITIES SUPPLIES	\$ 9,000.00
141	GENERAL	SPED	ROBERT A DAVIS	20/21 YEARLY - SUPPORT TRAINING SERVICES	\$ 9,000.00
142	GENERAL	SPED	CHILDREN'S CENTER OF HAMDEN	SETTLEMENT AGREEMENT FOR TUITION 19-20	\$ 8,868.93
143	GENERAL	DOI	LEXIA LEARNING SYSTEMS, LLC	STUDENT READING SUBSCRIPTION RENEWALS (250)	\$ 8,750.00
144	COVID EXP	TECHNOLOGY	DELL MARKETING	6 LAPTOPS	\$ 8,685.27
145	CAPITAL - UNIFORMS	NMHS	BSN SPORTS	BOYS LACROSSE UNIFORMS	\$ 8,640.00
146	GENERAL	DOI	BRAIN POP	20/21 YEARLY - K-6 SOFTWARE ACCESS RENEWAL	\$ 8,617.50
147	GENERAL	SPED	TOLLAND PUBLIC SCHOOLS	20/21 YEARLY - TUITION (1 STUDENT)	\$ 8,586.00
148	COVID EXP	TECHNOLOGY	AMPLIFIED IT	GOOGLE VOICE USER LICENSES (55)	\$ 8,507.40
149	GENERAL	FACILITIES	PLIMPTON AND HILLS CORP.	20/21 YEARLY - FACILITIES SUPPLIES	\$ 8,500.00
150	GENERAL	DISTRICT	PROHEALTH PHYSICIANS	20/21 YEARLY - PRE-EMPLOYMENT PHYSICALS	\$ 8,500.00
151	GENERAL	SNIS	SCHOOL SPECIALTY	INSTRUCTIONAL SUPPLIES	\$ 8,461.50
152	GENERAL	SPED	ESPECIAL NEEDS, LLC	PADDED WALL PANELS FOR NES, HPS, SNIS (66)	\$ 8,388.60
153	GENERAL	DOI	LEXIA LEARNING SYSTEMS LLC	LEXIA CORE READING STUDENT SUBSCRIPTON RENEWAL	\$ 8,312.50
154	GENERAL	TECHNOLOGY	CDW GOVERNMENT INC	CHROMEBOOKS FOR ADULT ED (40)	\$ 8,200.00
155	GENERAL	NMHS	MIMER.COM, INC	HIGH SCHOOL PLANNERS FOR 2020-2021	\$ 8,089.95
156	GENERAL	FACILITIES	OMNI DATA LLC	20/21 YEARLY - SECURITY SYSTEMS MANAGEMENT & SUPPORT	\$ 8,063.16
157	GENERAL	SMS	SCHOOL SPECIALTY	INSTRUCTIONAL SUPPLIES	\$ 7,989.01
158	CAPITAL - UNIFORMS	NMHS	BSN SPORTS	FOOTBALL JERSEYS & PANTS	\$ 7,872.50
159	GENERAL	TECHNOLOGY	SHI INTERNATIONAL CORP.	ADOBE DIGITAL SIGNATURE PROGRAM	\$ 7,735.00
160	GENERAL	SPED	WOLCOTT PUBLIC SCHOOLS	20/21 YEARLY - TUITION	\$ 7,662.20

ID#	Funding	Location	Vendor Name	Description	Amount
161	GENERAL	SPED	EDADVANCE	20/21 YEARLY - TRANSPORTATION	\$ 7,650.00
162	GRANT - IDEA 611	SPED	JEFFEREY WICKLINE	20/21 YEARLY OT/PT - 611 GRANT	\$ 7,573.00
163	GRANT - IDEA 619	SPED	JEFFEREY WICKLINE	20/21 YEARLY OT/PT - 619 GRANT	\$ 7,573.00
164	GENERAL	DISTRICT	THE OMNI GROUP	20/21 YEARLY - 403(B) COMPLIANCE AND REMITTING SERVICES	\$ 7,511.00
165	GENERAL	SPED	DANA JOHNSON LAW OFFICES	SETTLEMENT AGREEMENT FOR TUITION 19-20	\$ 7,500.00
166	GENERAL	TECH	WHALLEY COMOPUTER ASSOCIATES	SONICWALL SECURITY LICENSE - 1YR	\$ 7,369.00
167	GENERAL	DOI	ASCD	ASCD ACTIVATE - ADMINS. & TEACHERS GRADES 6-12	\$ 7,200.00
168	GENERAL	DISTRICT	UNITED HEALTHCARE	20/21 YEARLY - MEDICARE	\$ 7,071.84
169	COVID EXP	FACILITIES	BROOKFIELD GLASS	LEXAN FOR OFFICE DESK SHEILDS	\$ 7,000.00
170	GENERAL	SPED	CT MUSIC THERAPY SERVICES	20/21 YEARLY - MUSIC THERAPY	\$ 7,000.00
171	GENERAL	SPED	CT PEDIATRIC NEUROPSYCH ASSOCIATES	20/21 YEARLY - EVALUATIONS & CONSULTATIONS	\$ 7,000.00
172	GENERAL	FACILITIES	F W WEBB	20/21 YEARLY - FACILITIES SUPPLIES	\$ 7,000.00
173	GENERAL	SPED	JOHN G. GELINAS, MD. PC.	20/21 YEARLY - PSYCH EVALUATIONS	\$ 7,000.00
174	GENERAL	FACILITIES	OTIS ELEVATOR COMPANY	20/21 YEARLY - SMS ELEVATOR MAINTENANCE SERVICE	\$ 7,000.00
175	GENERAL	DISTRICT	CHARTER COMMUNICATIONS	20/21 YEARLY - FIBER, WEB HOSTING & C.O. PHONE SERVICE	\$ 6,976.67
176	COVID EXP	TECHNOLOGY	KAJEET INC	DISTANCE LEARNING BUNDLES (20)	\$ 6,972.86
177	GENERAL	SPED	BOYS & GIRLS VILLAGE	TUTORING SERVICES FOR 14 DAYS	\$ 6,930.00
178	COVID EXP	FAC	N/A	ADDITIONAL SANITATION ATTENDANTS FOR ANTICIPATED REOPEN - SMS (1) & NMHS (1)	\$ 6,840.00
179	COVID EXP	FACILITIES	KATART, INC	COVID SIGNAGE	\$ 6,810.00
180	GENERAL	DOI	REGIONAL SCHOOL DISTRICT 1	20/21 YEARLY - TUITION FOR STUDENT (1)	\$ 6,800.00
181	GENERAL	FACILITIES	HIGH TECH CONTROLS	INVERTER REPLACEMENT & REPAIRS OF HVAC'S VARIABLE FREQUENCY DRIVE (VFD)	\$ 6,637.70
182	GENERAL	FACILITIES	KONE INC	ELEVATOR SERVICE SNIS	\$ 6,600.00
183	GENERAL	BOE	MYKE FOO MEDIA	20/21 YEARLY - A/V SERVICES	\$ 6,600.00
184	GENERAL	NMHS	WESTERN CT STATE UNIV.	ENCUMBRANCE FOR O'NEILL CENTER 2021 GRADUATION	\$ 6,510.00
185	GENERAL	DISTRICT	2080 MEDIA INC	FEE FOR HARDWARE AND SOFTWARE ACCESS POINT TO POINT SYSTEM	\$ 6,500.00
186	GENERAL	FACILITIES	BARRETT INC	20/21 YEARLY - NMHS ROOF REPAIRS AND INSPECTION	\$ 6,500.00
187	GENERAL	FAC	SLR	FEASIBILITY STUDY - POTENTIAL FOR BOE CENTRAL OFFICE MOVE TO SNIS	\$ 6,500.00
188	GENERAL	NMHS	NAVIANCE	RENEWAL FOR 20/21 @ NMHS	\$ 6,479.50
189	CAPITAL - UNIFORMS	NMHS	BSN SPORTS	GIRLS LACROSSE UNIFORMS	\$ 6,435.44
190	GRANT	NMHS	ROCKLER WOODWORKING & HARDWARE	WOODWORKING MACHINERY - CNC MACHINE (1) & SANDER (1)	\$ 6,427.99
191	CAPITAL - UNIFORMS	NMHS	BSN SPORTS	FOOTBALL PANTS UNIFORMS	\$ 6,183.95
192	GENERAL	NMHS	EXPLORELEARNING, LLC	SCHOOL GIZMOS DEPT LICENSE, 1300 SCIENCE STUDENTS FOR 1YR	\$ 6,175.00
193	GENERAL	FACILITIES	DAVID J HULL	20/21 YEARLY - FIRE ALARM MONITORING	\$ 6,132.96
194	COVID EXP	NMHS & SMS	OPEN JAR STUDIOS, LLC	SINGER'S MASK (300)	\$ 6,023.00
195	GENERAL	DOI	BRIDGEPORT BOARD OF EDUCATION	20/21 YEARLY - TUITION FOR JUVENILE DETENTION	\$ 6,000.00
196	GRANT	NMHS	EDADVANCE	HEALTHCARE SHADOWING PROGRAM	\$ 6,000.00
197	GENERAL	FACILITIES	MODERN PLUMBING SUPPLY	20/21 YEARLY - FACILITIES SUPPLIES	\$ 6,000.00
198	GRANT- IDEA	SPED	PATRICIA BRADBURY	20/21 YEARLY - BCBA SERVICES (GRANT FUNDED PIECE)	\$ 6,000.00
199	GENERAL	NMHS	SANDY HOOK PROMISE FOUNDATION	WINGMAN PROGRAM SESSIONS IN 20/21	\$ 6,000.00
200	GENERAL	SPED	LEARNING ALLY, INC	ACCESS TO ONLINE TECH LEARNING LICENSE AND ACCESS FOR ALL 5 SCHOOLS	\$ 5,977.60

ID#	Funding	Location	Vendor Name	Description	Amount
201	GENERAL	TECHNOLOGY	TREBON COMPANY INC	SOPHOS ENDPOINT PROTECTION SERVICE	\$ 5,960.00
202	GENERAL	NES	THE BOOKSOURCE	LIBRARY BOOKS AND CONSUMABLE TEXTS	\$ 5,782.12
203	COVID EXP	FAC	WESCO	SMS - ADDITIONAL CAFETERIA TABLE SHIELDS (25) - WITH SUPPORT CLIPS	\$ 5,762.50
204	COVID EXP	FAC	WESCO	NMHS - ADDITIONAL CAFETERIA TABLE SHIELDS (25) - WITH SUPPORT CLIPS	\$ 5,762.50
205	GENERAL	HR	JOSEPH MERRITT & COMPANY	SCANNING OF PERSONNEL FILES	\$ 5,700.00
206	COVID EXP	TECHNOLOGY	CDW GOVERNMENT, INC	SURGE PROTECTORS (260)	\$ 5,634.20
207	GENERAL	HR	EDADVANCE	HR PROFESSIONAL SERVICES DURING DIRECTOR VACANCY/TRANSITION	\$ 5,625.00
208	GENERAL	NMHS	CHESTER TECHNICAL SERVICE	20/21 YEARLY - VIRTUOSO SYSTEM SUPPORT	\$ 5,548.64
209	GENERAL	FACILITIES	DEER AND TICK GUARD	20/21 YEARLY - PEST CONTROL SERVICES	\$ 5,540.00
210	GENERAL	FACILITIES	FAIRFIELD FAMILY BATTERY COMPANY	20/21 YEARLY - FACILITIES SUPPLIES	\$ 5,500.00
211	GENERAL	SPED	INTERPRETERS & TRANSLATORS	20/21 YEARLY - TRANSLATORS FOR PARENT MEETINGS	\$ 5,500.00
212	GENERAL	FACILITIES	THE TRANE COMPANY	20/21 YEARLY - CHILLER MAINTENANCE @ SMS	\$ 5,500.00
213	GENERAL	FAC	DAVID TINKER EXCAVATING	EMERGENCY WATER MAIN REPAIR - SNIS	\$ 5,315.50
214	GENERAL	SNIS	HEINMANN	VIRTUAL READING AND PHONICS FOR 3RD, 4TH & 5TH GRADE	\$ 5,300.00
215	COVID EXP	TECHNOLOGY	CDW GOVERNMENT INC	LAPTOP EXTENSION CABLES	\$ 5,250.00
216	GENERAL	DISTRICT	FOLLETT SCHOOL SOLUTIONS	20/21 YEARLY - DESTINY ONLINE SERVICE	\$ 5,212.50
217	GENERAL	NMHS	CONNECTICUT ASSOC OF SCHOOLS	20/21 YEARLY - DISTRICT MEMBERSHIP	\$ 5,200.00
218	GENERAL	FACILITIES	AIREX FILTER CORP	20/21 YEARLY - HVAC FILTRATION PRODUCTS FOR DISTRICT	\$ 5,000.00
219	GENERAL	SPED	BRIDGEPORT BOARD OF EDUCATION	20/21 YEARLY - TUTORIAL SERVICES	\$ 5,000.00
220	GENERAL	SPED	CANDLEWOOD VALLEY PEDIATRICS	20/21 YEARLY - MEDICAL CONSULTATIONS	\$ 5,000.00
221	GENERAL	SPED	CAPITOL REGION EDUCATION COUNCIL	20/21 YEARLY - TUTORIAL SERVICES	\$ 5,000.00
222	COVID EXP	FACILITIES	F & M ELECTRIC SUPPLY CO. INC	CEILING FANS (30)	\$ 5,000.00
223	GENERAL	FACILITIES	FIRE EQUIPMENT HEADQUARTERS	20/21 YEARLY - FACILITIES SUPPLIES	\$ 5,000.00
224	GENERAL	FACILITIES	H.H. TAYLOR AND SON	20/21 YEARLY - FACILITIES SUPPLIES	\$ 5,000.00
225	GENERAL	SPED	HALL-BROOKE BEHAVIORAL HEALTH	20/21 YEARLY - TUTORIAL SERVICES	\$ 5,000.00
226	GENERAL	NMHS	OVERDRIVE INC	SORA CONTENT DEPOSIT	\$ 5,000.00
227	GENERAL	FACILITIES	RUWET-SIBLEY EQUIP CORP	20/21 YEARLY - REPAIRS TO EQUIPMENT	\$ 5,000.00
228	GENERAL	FACILITIES	SITEONE LANDSCAPE SUPPLY	20/21 YEARLY - LANDSCAPING SUPPLIES	\$ 5,000.00



## FOR FIRST REVIEW

*COMMENTARY: The suggested changes below are for clarity and also to better align this policy with recommended changes to the Board's general policy on school fundraisers – 3281 – as well as the Board's gifts policy. The Board has discretion to regulate fundraisers as it sees fit.*

1324(a)

### Community Relations

#### ~~Fund-Raising~~ Fundraising by Students

While the Board of Education is committed to securing and allocating sufficient resources to ensure that all New Milford Public School students receive appropriate school programming, the Board recognizes that fundraising allows students, teachers and organizations to procure supplemental funding for specific projects and programs that may greatly enhance the educational experiences of New Milford Public School students. Accordingly, the Board of Education permits and will accept funds raised by students so long as the rules and procedures set forth in this policy and its accompanying administrative regulations are strictly adhered to.

~~Fund-raising shall be authorized under conditions that do not conflict with instructional programs. Fund-raising refers to the raising of non-appropriated funds for the educational benefit of students and their school funds.~~

~~Fund-raising~~ Fundraising activities shall be permitted by students attending middle and high school, provided such activities are approved in writing and carefully monitored and regulated by the school Principal or a designee. Elementary schools may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in door-to-door solicitation.

Each Principal shall develop and maintain a list of all approved ~~fund-raising~~ fundraising activities operating within his or her school and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

The Superintendent will furnish the Board of Education with an up-to-date listing of all ~~fund-raising~~ fundraising activities being conducted in the schools during the Superintendent's Report portion of all regularly scheduled Board meetings.

#### ~~Fund-Raising~~ Fundraising In and For The Schools

It is the responsibility of the Board to control ~~fund-raising~~ fundraising activities which involve the students in the New Milford school system.

## Community Relations

### ~~Fund-Raising~~ Fundraising by Students

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a ~~fund-raising~~ fundraising activity, must have prior approval from the ~~applicable~~ school Principal. ~~principal or designated Central Office administrator.~~

The following guidelines shall apply when a school Principal considers a fund-raising activity for approval:

- ~~The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.~~
- ~~The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, nor the Board's responsibility for educational funding.~~
- ~~The mechanics and procedures of fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.~~
- ~~Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.~~
- ~~The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.~~
- ~~Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form (1324) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Superintendent.~~
- ~~Students in grades K-5 shall not be asked to solicit outside of their home.~~
  1. The proposed fundraising campaign has a purpose that is consistent with the mission and goals of the New Milford Public Schools and will not be inappropriate or harmful to the best interests of students;
  2. The proposed fundraising campaign meets the requirements set forth in this policy and its accompanying administrative regulations;

## Community Relations

### ~~Fund-Raising~~ Fundraising by Students

3. The proposed fundraising campaign's request narrative and/or supporting advertisements explicitly state that donated monies and items shall become the property of the New Milford Board of Education;
4. The proposed fundraising campaign will not imply endorsement of any business or product;
5. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will be used in a manner consistent with District-approved curriculum;
6. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will not result in undesirable or hidden costs to the District;
7. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will not restrict future District action;
8. Where fundraising proceeds are in the form of monetary funds, such funds must be sent to the Superintendent or the Director of Finance, either of whom shall ensure that appropriate accounting procedures are utilized and that such funds are held until such time as they are spent for their stated purpose;
9. Where the proposed fundraising campaign seeks items or supplies the proposal appropriately establishes that the requested items or supplies:
  - a. Can be safely utilized by District students and staff;
  - b. Will be fully compatible with existing equipment, programs and/or materials;
  - c. Will not require the District to dedicate significant amounts of money or time for installation or maintenance; and
  - d. May be appropriately incorporated into District-approved curriculum;
10. Where the proposed fundraising campaign seeks technology related items the proposal appropriately establishes that the District's Director of Information Technology has confirmed that the requested technology is appropriately compatible with the District's technology infrastructure;

## Community Relations

### ~~Fund-Raising~~ Fundraising by Students

11. The proposed fundraising campaign has a specific, pre-determined beginning and ending date;
12. The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity;
13. The mechanics and procedures of the fundraising activity shall not pose an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds;
14. Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser;
15. The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment;
16. Students in grades K-5 shall not be asked to solicit funds or sell merchandise outside of their home;
17. The proposed fundraising campaign will not be in conflict with state or federal law or Board of Education policy.

(cf. 3280 – Gifts to the School)

(cf. 3281 – School Fundraisers)

Policy adopted:	May 7, 2001
Policy revised:	June 9, 2009
Policy reviewed:	October 15, 2013
Policy reviewed:	June 4, 2019

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**NEW MILFORD PUBLIC SCHOOLS**  
New Milford, Connecticut 06776  
REVISED 7/24/03  
**FUNDRAISING ACTIVITY FOLLOW-UP FORM #1**  
**REF. BOE POLICIES 1324 & 3281**

**REQUESTER:** \_\_\_\_\_ **JOB TITLE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ACTIVITY ADVISOR:** \_\_\_\_\_

**FUNDRAISING ACTIVITY: (PLEASE CHECK ONE)**

**GIFT/DONATION:** \_\_\_\_\_ **SOLICITATION:** \_\_\_\_\_

**SALE OF GOODS:** \_\_\_\_\_ **SALE OF SERVICES:** \_\_\_\_\_

**NOTE\* RAFFLES OR GAMES OF CHANCE ARE NOT PERMITTED**

**DETAILS OF PROPOSED FUNDRAISING ACTIVITY:**

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**PURPOSE OF FUNDRAISER – DETAIL INTENDED USE(S) OF FUNDS:**

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**PROPOSED START AND END DATE OF FUNDRAISER:** \_\_\_\_\_

~~**DOLLAR VALUE OF INDIVIDUAL GIFT OR DONATION**~~ **FUNDRAISING TARGETS** \$ \_\_\_\_\_

**IF FUNDRAISER INVOLVES THE SALE OF GOODS OR SERVICES, INDICATE RE-SALE OR RANGE OF RE-SALE PRICES \$** \_\_\_\_\_

***NOTE\* THE MAXIMUM ALLOWABLE RE-SALE PRICE IS \$20.00 PER UNIT.***

**ESTIMATED TOTAL GROSS REVENUE FROM FUNDRAISER \$** \_\_\_\_\_

**SIGNATURE ACTIVITY ADVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

**BUILDING PRINCIPAL AUTHORIZATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUSINESS OFFICE AUTHORIZATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERINTENDENT AUTHORIZATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FUNDRAISER ID# (ASSIGNED BY BUSINESS OFFICE)** \_\_\_\_\_

**NEW MILFORD PUBLIC SCHOOLS**  
New Milford, Connecticut 06776  
REVISED 4/7/04  
**FUNDRAISING ACTIVITY FOLLOW-UP FORM #2**  
**REF. BOE POLICIES 1324 & 3281**

NAME OR DESCRIPTION OF ACTIVITY \_\_\_\_\_

FUNDRAISER ID # ASSIGNED BY C/O FROM ACTIVITY APPROVAL FORM #1 \_\_\_\_\_

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ACTIVITY ADVISOR: \_\_\_\_\_

HAS THE AUTHORIZED FUNDRAISING EVENT TAKEN PLACE: YES \_\_\_\_\_, NO \_\_\_\_\_

DID THE EVENT TAKE PLACE ON THE PROPOSED DATE: YES \_\_\_\_\_, NO \_\_\_\_\_

IF NO, ON WHAT DATE DID IT OCCUR: \_\_\_\_\_

A) ACTUAL GROSS RECEIPTS FROM EVENT: \$ \_\_\_\_\_

*NOTE\* THIS VALUE MUST EQUAL THE TOTAL OF DEPOSITS TO THE RELEVANT ACTIVITY ACCOUNT (PLEASE INDICATE FUNDRAISER ID# ON DEPOSIT VOUCHERS)*

EXPENSES (If Any) INCURRED TO RUN EVENT:

*NOTE\* ANY & ALL EXPENSES RELATED TO THE FUNDRAISER MUST BE PAID DIRECTLY FROM THE RELEVANT ACTIVITY ACCOUNT BY CHECK. (PLEASE INDICATE FUNDRAISER ID# ON ALL DISBURSEMENT REQUESTS) IF ANY PREPARATION EXPENSES WERE INCURRED PRIOR TO THE ACTUAL EVENT PLEASE INCLUDE BELOW WITH CORRESPONDING ACTIVITY CHECK#.*

(Please Describe & Itemize)

1)	_____
2)	_____
3)	_____
4)	_____
5)	_____
6)	_____

B) TOTAL EXPENSES: \$ \_\_\_\_\_

A) – B) = NET PROCEEDS TO ORGANIZATION \$ \_\_\_\_\_

SIGNATURE OF ADVISOR: \_\_\_\_\_

RECEIVED BY BUILDING PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY BUSINESS OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NEW MILFORD PUBLIC SCHOOLS**  
**New Milford, Connecticut 06776**  
**REVISED 7/24/03**  
**FUNDRAISING ACTIVITY FOLLOW-UP FORM #3**  
**REF. BOE POLICIES 1324 & 3281**

**NEW MILFORD PUBLIC SCHOOLS**  
**Crowdfunding Campaign Request Form**

*Please return signed and completed form to your designated administrator. Approval must be received from the designated administrator prior to the launch of any crowdfunding campaign.*

*Please Note: If requesting technology or donations to purchase technology, documentation from the technology department confirming support must accompany this request.*

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**Requesting Employee/Eligible Organization**

*Individual Employee Request*

Name: \_\_\_\_\_ Building: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

*Eligible Organization Request*

Organization Name: \_\_\_\_\_ Member #1 Name: \_\_\_\_\_  
Member #1 Email: \_\_\_\_\_ Member #1 Phone: \_\_\_\_\_  
Member #2 Name: \_\_\_\_\_ Member #2 Email: \_\_\_\_\_  
Member #2 Phone: \_\_\_\_\_

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**Crowdfunding Campaign Proposal**

Please describe the purpose of the proposed crowdfunding campaign (use additional pages if necessary):

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Crowdfunding site (or sites) to be used if request is approved (please reference District's list of proposed crowdfunding websites):

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Social media site(s) to be used for promotion (if applicable):

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Monetary target for crowdfunding campaign (if applicable):

If goal is not reached, what will occur with donated funds:

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Items/supplies being sought through crowdfunding campaign:

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If technology related items are being sought through crowdfunding campaign has the District's Director of Information Technology determined that the requested technology is appropriately compatible with the District's technology infrastructure:

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Classroom(s), program(s) and/or activity or activities to be benefited via crowdfunding effort:

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EXACT narrative to be posted online if request is approved (use additional pages as necessary):

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Anticipated start date for crowdfunding campaign: \_\_\_\_\_ End date: \_\_\_\_\_

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### **Employee Acknowledgement**

By signing this form you acknowledge that you have read and reviewed the proposed crowdfunding site(s) terms and conditions of use and that such terms and conditions do not conflict with Board policy 3281.

#### *Individual Employee Request*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### *Eligible Organization Request*

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Designated Administrator Review**

Approved ☐

Denied ☐

More Information Needed \_\_\_\_\_

Explanation: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NEW MILFORD PUBLIC SCHOOLS  
**Crowdfunding Campaign Review Checklist**

*This form should be used by designated administrators to review crowdfunding campaign requests made by District employees and eligible organizations. Please review campaign request to determine if applicable requirements of the Board's fundraising campaign policy – Policy 3281 have been met.*

1. Proposed crowdfunding campaign has a purpose that is consistent with the mission and goals of the New Milford Public School System and will not be inappropriate or harmful to the best education of students:  
  
Yes \_\_\_\_ No \_\_\_\_
2. Proposed crowdfunding campaign meets the requirements set forth in Board Policy 3281 and its accompanying administrative regulations:  
  
Yes \_\_\_\_ No \_\_\_\_
3. Proposed crowdfunding campaign's request narrative and/or supporting advertisements explicitly state that donated monies and items shall become the property of the New Milford Board of Education:  
  
Yes \_\_\_\_ No \_\_\_\_
4. Proposed crowdfunding campaign will not imply endorsement of any business or product:  
  
Yes \_\_\_\_ No \_\_\_\_
5. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will be used in a manner consistent with District-approved curriculum:  
  
Yes \_\_\_\_ No \_\_\_\_
6. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will not result in undesirable or hidden costs to the District:  
  
Yes \_\_\_\_ No \_\_\_\_

7. The money or items/supplies to be collected pursuant to the proposed crowdfunding campaign will not restrict future District action:
- Yes \_\_\_\_ No \_\_\_\_
8. Proposed crowdfunding campaign has a specific, pre-determined beginning and ending date;
- Yes \_\_\_\_ No \_\_\_\_
9. Proposed crowdfunding campaign will not be in conflict with state or federal law or Board of Education policy.
- Yes \_\_\_\_ No \_\_\_\_
- 

#### **Specific Considerations for Crowdfunding Campaigns Seeking Items/Supplies**

1. Requested items/supplies can be safely utilized by District students and staff:
- Yes \_\_\_\_ No \_\_\_\_
2. Requested items/supplies will be fully compatible with existing equipment, programs and/or materials;
- Yes \_\_\_\_ No \_\_\_\_
3. Requested items/supplies will not require the District to dedicate significant amounts of money or time for installation or maintenance:
- Yes \_\_\_\_ No \_\_\_\_
4. Requested items/supplies may be appropriately incorporated into District-approved curriculum:
- Yes \_\_\_\_ No \_\_\_\_

## Crowdfunding Request for Technology Related Items

*The designated administrator should review all crowdfunding requests with the District's Director of Information Technology to determine whether the requested technology is appropriately compatible with the District's technology infrastructure.*

Requested technology is appropriately compatible with the District's technology infrastructure:

Yes \_\_\_\_ No \_\_\_\_

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## Designated Administrator Review

Approved ☐

Denied ☐

More Information Needed \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*COMMENTARY: Connecticut boards of education have broad discretion to admit and set tuition rates for out-of-district students as they see fit. There is no legal requirement that such students be admitted but if the Board wishes to admit such students having a policy governing their attendance is strongly encouraged. The suggested changes below are designed to clarify the conditions of attendance for such students.*

## **Business/Non-Instructional Operations**

### **Tuition Fees**

The Board of Education may permit students from other school districts to attend local schools when they can be accommodated in existing classes. The students or their sending district shall pay a tuition fee to be established annually by the Board of Education. **The Board may establish separate tuition rates for elementary and secondary schools.** The administration will provide students applying for admission in any given year with an estimated rate with the provision that tuition will be adjusted based on budgetary approval. **Non-resident students who are eligible for ~~Special education students~~ special education and related services** or other school districts, as the case may be, will be charged at a rate equal to a pro-rata share of the costs of their program.

#### **I. Individual, Non-Resident Students**

Non-resident students **who seek admission to the New Milford Public Schools outside of a tuition agreement with a sending board of education as set forth in Section II below** may be accepted under the following conditions:

1. A non-resident student shall apply to be admitted in writing to the Superintendent and shall state the reason for seeking admission, with a description of the applicant's proposed academic program.
2. The parent/guardian (or student age eighteen or older) will provide complete records for the student. Such records will include grades, discipline records, medical records, special education records, test results, and any **additional** information requested **by the Superintendent or his or her designee.**
3. The student shall be interviewed for admission by the Assistant Superintendent, who will make a thorough review of the student's records, consult with the building Principal, and make a recommendation to the Superintendent. The Superintendent shall decide upon the admission of the student. The Superintendent may admit a student only if space is available.
4. Prior to his or her recommendation to the Superintendent, the Assistant Superintendent may require the student to undergo any testing deemed necessary.

## Business/Non-Instructional Operations

### Tuition Fees

5. The student shall be capable of performing at or above grade level or in an established program of the New Milford Public Schools. In determining whether the student can be accommodated in an existing program, the Assistant Superintendent, prior to his or her recommendation, may refer the matter to the district-wide special education supervisor who may, in turn, consult with a planning and placement team. The supervisor or PPT will forward a report to the Assistant Superintendent.
6. Tuition must be paid in advance four times per year in September, December, March and May as a condition of continued enrollment, and such tuition shall be prorated for admission beginning after the start of the school year. In the event a student withdraws from the New Milford Public Schools, tuition for the semester in progress will not be refunded.
7. Courses ~~of~~ **for** New Milford students will be scheduled before those of tuition students.
8. A student may continue as a tuition student from year to year unless notified in writing by the Superintendent of Schools that attendance will be terminated.
9. A certified staff member whose child has been admitted to the New Milford Public Schools shall pay 50% of the established tuition rate. Tuition shall be made in equal payments four times per year in September, December, March and May as a condition of continued enrollment.

~~Non-resident students or their parents or guardians shall provide all necessary transportation to and from school. An admitted student will be subject to all academic and disciplinary requirements applied to New Milford students.~~

In the event of a dispute concerning the student's education, the written decision of the Board of Education concerning such education shall be final. A non-resident student's continued enrollment in the New Milford Public Schools will be contingent upon compliance with all academic and disciplinary requirements, satisfactory academic progress, satisfactory behavior, and the availability of staff and resources.

Only the board of education, acting at its sole discretion, may waive tuition.

## **Business/Non-Instructional Operations**

### **Tuition Fees**

#### **II. Tuition Students Sent By Other Boards Of Education**

The Board of Education, at its discretion, may enter into an agreement with another local or regional Board of Education to accept such local or regional Board's ~~seventh~~ **ninth** through twelfth grade students on a tuition basis. Prior to entering into an agreement to accept such students, the superintendent of schools shall file with the Board of Education a written recommendation on the enrollment of students based on the following factors:

1. The impact on Boards of Education currently having an arrangement with the New Milford Board of Education.
2. The proposed method of transporting tuition students.
3. The impact on resident students.
4. Impact on staffing and instructional materials.
5. Impact on facilities.
6. Information regarding student educational placement.
7. Any other factors deemed relevant.

After the Board has tentatively approved the acceptance of students under the jurisdiction of another Board of Education, the Superintendent shall submit to the Board for approval a proposed written agreement establishing the terms and conditions (including tuition charges) under which students from another jurisdiction will be enrolled in the New Milford Public Schools.

#### **III. Student Conduct**

Nonresident students attending the New Milford Public Schools will be governed by the same student discipline and behavior policies applicable to resident students. Nonresident attendance is a privilege and not a right. Accordingly, such attendance may be revoked upon recommendation of the Superintendent of Schools and approval by the Board of Education upon a finding that the student has violated the applicable school code of conduct.

#### **IV. Transportation**

Nonresident students enrolled in the New Milford Public Schools, pursuant to this policy, must make their own transportation arrangements at their own cost and expense. Upon acceptance for attendance, students over the age of eighteen, or parents or guardians shall inform the Principal of New Milford High School, or his or her designee, of their intended daily transportation arrangements and shall likewise inform the Principal or designee whenever there is a need to change such arrangements.



## Business/Non-Instructional Operations

### Tuition Fees

#### V. Extracurricular Activities

Nonresident students shall be responsible for paying any fees, costs or expenses associated with participation in New Milford Public Schools' athletics, field trips, extracurricular activities, or the administration of the SAT, ACT, AP, or any other examinations to the same extent as New Milford resident students.

#### VI. Special Education/Section 504

Any nonresident student accepted into the New Milford Public Schools who requires special education services or Section 504 accommodations, or who after admission is considered to be a candidate for special education services or Section 504 accommodations, shall not be referred to a New Milford Public Schools planning and placement team or 504 team, but shall be referred to the planning and placement team or 504 team in the community where the student would otherwise be attending school for all special education decisions. The New Milford Board of Education will not be responsible for any special education or Section 504 costs of nonresident students unless required by law.

#### VII. Homeless Students

Notwithstanding any other provision of this policy to the contrary, New Milford resident students who are forced to temporarily live outside of the District due to an incident of homelessness may remain enrolled in the New Milford Public Schools without being required to pay tuition in accordance with state and federal law.

(cf. 5118 – Nonresident Students)

(cf. 5118.1 – Homeless Students)

Legal Reference: Connecticut General Statutes

- 10-33 Tuition in towns in which no high school is maintained.
- 10-35 Notice of discontinuance of high school service to nonresidents.
- 10-55 Pupils to attend regional school.
- 10-220 Duties of Boards of Education.
- 10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.
- ~~10-266 Reimbursement for education of pupils residing in state property.~~

## **Business/Non-Instructional Operations**

### **Tuition Fees**

United States Code

42 U.S.C. §11301 et seq. McKinney-Vento Homeless Assistance Act

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy revised: March 8, 2011  
Policy reviewed: February 25, 2014  
Policy revised: February 9, 2016

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

*COMMENTARY: This policy is not legally mandated but it fine for the Board to maintain. Under the law educational supplies and equipment – including textbooks – are generally regarded as the property of the local board of education while school buildings and school grounds are considered the property of the town but subject to board of education control when used for educational purposes. Accordingly, the changes below are meant to reflect that concept and better align the policy with statutory language addressing the sale of books and school supplies.*

## **Business/Non-Instructional Operations**

### **Sales & Disposal of Books, Equipment & Supplies**

When equipment, books and materials become worn out, obsolete, **inadequate**, surplus, or otherwise unusable in the schools, the Superintendent ~~shall tender such items to town agents for disposition~~ **may authorize their sale, trade-in or disposal as he or she deems to be in the best interests of the district.** ~~Notwithstanding this provision, the Board of Education may donate discontinued textbooks to another Board of Education. Should the town refuse to accept the tender of these items in writing within thirty days, the Superintendent may authorize their disposal in a manner to the district's best advantage subject to the following:~~

**(1)** **Books, equipment and supplies** may not be sold directly to individuals. Any proceeds from ~~disposition of the sale of any books,~~ equipment or supplies shall be deposited in the ~~town general fund~~ **Board of Education's operating budget for the year in which such sale is made.**

**(2)** The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated textbooks which are **inadequate or** no longer useful to the educational program, provided that such books have been determined obsolete by the professional administrative staff.

**(3)** When books are sold either to used book vendors or shredders, this money must be returned to the ~~town general fund~~ **Board of Education's operating budget.** If and when such books are given to the PTA/PTO, the PTA/PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTA/PTO account.

Legal Reference:       Connecticut General Statutes

10-220 Duties of Boards of Education.

10-229 Change of Textbooks

10-240 Control of schools.

10-241 Powers of school districts.

**Business/Non-Instructional Operations**

**Sales & Disposal of Books, Equipment & Supplies**

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR FIRST REVIEW

*COMMENTARY: This policy is not mandated by law and is not a policy commonly found in school districts across the state. The rental portion of this policy is not particularly useful since it really just refers to policy 1330 which addresses community use of school facilities.*

*Legal recommends deleting this policy in its entirety.*

**3270**

### **Business/Non-Instructional Operations**

#### **Disposition and Rental of Real Property**

##### **Disposition**

When real property will no longer be used for school purposes, the Board of Education shall vote to transfer such property to the Town.

##### **Rentals**

Rentals of school system property with fees set by the Board of Education shall be administered in conformity with the policy and administrative regulations 1330 of this manual.

(cf. 1330 – Use of School Facilities)

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR FIRST REVIEW

*COMMENTARY: Connecticut boards of education have discretion in determining the criteria for acceptance of gifts to their district. The below changes are recommended for clarity and to harmonize this policy with recommended changes to the Board's fundraising policies. In addition, the new language regarding donation of teaching services is added to better align with Connecticut General Statutes § 10-21c which provides that a board of education may accept the donation of teaching services only in identified areas with workforce shortages of certified teachers.*

**3280(a)**

### **Business/Non-Instructional Operations**

#### **Gifts to the School**

Because all gifts and/or donations to the school system become the property and responsibility of the school district, the Board shall have knowledge of and recognize gifts received.

The New Milford Board of Education is grateful for gifts and donations given to the school system, whether such gifts and donations ~~are solicited or unsolicited and whether they are made~~ be in the form of money, services, programs, equipment or other items of value. The Superintendent of Schools shall be authorized to accept, on behalf of the Board, gifts to the ~~school system~~ District of up to a cumulative value from one source ~~or fundraising campaign~~ of one thousand dollars (\$1,000), and shall notify the Board of such gifts at the next regular Board meeting. The Board shall ~~authorize the acceptance of all gifts to the District~~ approve gift/gifts ~~from one source or fundraising campaign~~ valued at one thousand dollars (\$1,000) or more; as well as gifts that shall likely involve future cost to the ~~school system~~ District regardless of value.

When gifts and donations are accepted, the Board of Education shall have care and custody of such items, and they shall be expended or used at its discretion; however, should the donor restrict the use of a gift or donation, the ~~board~~ Board shall honor the restriction or return the property to the donor.

**The following rules shall apply to all gifts or donations:**

1. Individuals, groups, or corporations wishing to give a gift or donation to the New Milford Schools shall direct their offer in writing or in person to the Office of the Superintendent. ~~This rule shall not apply to traditional or online fundraising campaigns (i.e. crowdfunding) as long as the campaign complies with the Board's fundraising policies.~~
2. Receipt of gifts and donations by the Superintendent shall be acknowledged in writing by the Superintendent's secretary; receipt of gifts and donations by the Board of Education shall be acknowledged in writing by the Board Secretary or Assistant Secretary.

## Business/Non-Instructional Operations

### Gifts to the School

3. The New Milford school system shall not be inappropriately influenced or constrained due to gifts and/or donations from an individual, group or corporate donor.

### Donation of Teaching Services

~~Any donation of teaching services by private sector specialists shall be in compliance with Connecticut General Statutes § 10-21c and applicable collective bargaining agreements.~~

In accordance with Connecticut General Statutes § 10-21c, the Board may solicit and accept teaching services donated by business firms for qualified private sector specialists to teach in areas with a demonstrated shortage of certified teachers in those fields, as identified by either the State Board of Education or by the Labor Commissioner in accordance with Connecticut General Statutes § 4-124w. A private sector specialist shall neither be permitted to work more than one-half of the maximum classroom hours of a full-time certified teacher, nor will a private sector specialist have sole responsibility for a classroom. No certified teacher may be terminated, transferred, or reassigned due to the utilization of any private sector specialist. The Board shall annually review the need for private sector specialists. The Board's acceptance of any donated teaching services will be subject to applicable collective bargaining agreements.

### Donation of Technology

If a donation of technology includes new computers or used computers that are ~~not more~~ **less** than two years old at the time of the donation, the Board of Education may accept such donation in accordance with Connecticut General ~~Laws~~ **Statutes** § 10-228b.

Legal Reference:      Connecticut General Statutes  
                                  10-21c. Donation of teaching services by private sector specialists  
                                  10-76c. Receipt and use of money and personal property  
                                  10-228b. Tax credits for donation of computers to schools  
                                  10-237 School activity funds

(cf. 1324 – Fundraising in and For the Schools)

(cf. 3821 – School Fundraisers)

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

**Business/Non-Instructional Operations****School Fund Raisers**

It is the responsibility of the Board to control fund-raising activities which involve the students in the New Milford school system.

Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fund-raising activity, must have prior approval from the school Principal or the Superintendent or his or her designee.

The following guidelines shall apply when a school Principal and the Superintendent or his or her designee considers a fund-raising activity for approval:

- The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.
- The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, nor the Board's responsibility for educational funding.
- The mechanics and procedures for fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.
- Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.
- The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.
- Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form (1324) for approval. The school Principal shall maintain a copy of all request forms and forward a copy of request forms to the Office of the Superintendent for final approval.
- Students in grades K-5 shall not be asked to solicit outside of their home.
- The activity shall be appropriate for the students involved and consistent with the interests of the school system as determined by the school Principal and the Superintendent or his or her designee.

(cf. 1324 – Fund Raising In and For the Schools)

Policy adopted: March 12, 2002  
Policy revised: June 10, 2008  
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



## FOR FIRST REVIEW

*COMMENTARY: The Board's existing fundraising policy does not address "crowdfunding" campaigns and is in need of general language clean-up. Use of "crowdfunding" websites (i.e. GoFundMe, AdoptAClassroom, etc.) by district employees raises a number of important issues that this policy seeks to address including control and ownership of funds, use of FERPA-protected images/student records, adherence to crowdfunding website terms of use agreements, etc. As a result, Legal recommends that the Board replace its existing fundraising policy entirely with this policy in order to address crowdfunding issues as well as general fundraising issues. Legal would also recommend that the administration use a new crowdfunding request form in connection with this policy.*

3281(a)

### **Business/Non-Instructional Operations**

#### **School Fundraisers**

##### **Fundraising**

While the Board of Education is committed to securing and allocating sufficient resources to ensure that all New Milford Public School students receive appropriate school programming, the Board recognizes that fundraising activities and campaigns allow teachers and organizations to procure supplemental funding for specific projects and programs that may greatly enhance the educational experiences of New Milford Public School students. Accordingly, the Board of Education permits District employees and District-affiliated organizations to participate in fundraising activities on behalf of District students so long as the rules and procedures set forth in this policy and its accompanying administrative regulations are strictly adhered to.

##### **Definitions**

Campaign: A fundraising effort designed to raise funds to meet an advertised goal or need.

Crowdfunding: The practice of funding or supplying a project through monetary or personal property donations, typically via the Internet, for a particular purpose or cause. Examples of crowdfunding websites include Donors Choose, GoFundMe, AdoptAClassroom, ClassWish, EdBacker, GoFundMe, Indiegogo, Kickstrater, PledgeCents and YouCaring.

Eligible Organizations: School-sponsored student organizations that have been formally recognized and/or approved by the Board of Education and granted permission to engage in fundraising activities on behalf of the District, subject to the requirements of this policy. Parent-sponsored organizations are not subject to the requirements of this policy.

## **Business/Non-Instructional Operations**

### **School Fundraisers**

#### **Board Property**

All money and items received in connection with traditional or crowdfunding fundraising campaigns shall become the property of the New Milford Public Schools unless explicitly disclaimed by the Board of Education. All money and items generated as a result of approved campaigns are subject to the same controls and regulations as other District monies and property except as otherwise provided for under state and federal law or Board of Education policy. In no event, shall any money or property received by the Board of Education pursuant to a traditional or crowdfunding campaign be distributed for any use inconsistent with the mission of the New Milford Board of Education.

#### **Fundraising Campaign Requests**

##### Written Request Requirements

District employees and eligible organizations wishing to initiate either a traditional or crowdfunding fundraising campaign for the benefit of the District must first obtain written permission to do so by submitting a campaign request form, consistent with the requirements of this policy, to the applicable building principal, or in the case of District employees not assigned to a specific District school, to a designated Central Office administrator. District employees and eligible organizations must receive written permission to engage in a fundraising campaign by a designated administrator before launching a fundraising campaign for the benefit of District students and programs.

Fundraising campaign request forms shall be available in school offices and/or on the District's website. Fundraising campaign requests that are incomplete, not submitted in writing, and/or that do not meet the requirements of this policy shall not be considered for approval.

Fundraising campaign request forms must include the following:

1. The name, job title, school and email address of the requester, or, if the applicant is an eligible organization, the name and contact information of a representative of the eligible organization who shall be responsible for overseeing the fundraising campaign;
2. The monetary fundraising target and/or a listing of the specific items/supplies being requested for donation;
3. The classroom(s), program(s) and/or activity or activities to be benefited; and

## **Business/Non-Instructional Operations**

### **School Fundraisers**

4. The start and projected end dates of the campaign;

In addition to the foregoing, crowdfunding requests shall also include the following information:

1. The name and website address of the crowdfunding website to be used;
2. The exact language to be used in the online narrative advertising the crowdfunding campaign;
3. A copy of the proposed crowdfunding website's terms and conditions of use; and
4. A signed acknowledgement that the requesting District employee, or a designated representative of an eligible organization, has read and reviewed the crowdfunding site's terms and conditions of use and that such terms and conditions do not conflict with this policy.

### Review of Fundraising Campaign Requests by Designated Administrators

Fundraising campaign requests shall not be approved by a designated administrator unless such administrator determines the following:

1. The proposed fundraising campaign has a purpose that is consistent with the mission and goals of the New Milford Public Schools and will not be inappropriate or harmful to the best interests of students;
2. The proposed fundraising campaign meets the requirements set forth in this policy and its accompanying administrative regulations;
3. The proposed fundraising campaign's request narrative and/or supporting advertisements explicitly state that donated monies and items shall become the property of the New Milford Board of Education;
4. The proposed fundraising campaign will not imply endorsement of any business or product;
5. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will be used in a manner consistent with District-approved curriculum;

## **Business/Non-Instructional Operations**

### **School Fundraisers**

6. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will not result in undesirable or hidden costs to the District;
7. The money or items/supplies to be collected pursuant to the proposed fundraising campaign will not restrict future District action;
8. Where fundraising proceeds are in the form of monetary funds, such funds must be sent to the Superintendent or the Director of Finance, either of whom shall ensure that appropriate accounting procedures are utilized and that such funds are held until such time as they are spent for their stated purpose;
9. Where the proposed fundraising campaign seeks items or supplies the proposal appropriately establishes that the requested items or supplies:
  - a. Can be safely utilized by District students and staff;
  - b. Will be fully compatible with existing equipment, programs and/or materials;
  - c. Will not require the District to dedicate significant amounts of money or time for installation or maintenance; and
  - d. May be appropriately incorporated into District-approved curriculum;
10. Where the proposed fundraising campaign seeks technology related items the proposal appropriately establishes that the District's Director of Information Technology has confirmed that the requested technology is appropriately compatible with the District's technology infrastructure;
11. The proposed fundraising campaign has a specific, pre-determined beginning and ending date;
12. The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity;
13. The mechanics and procedures of the fundraising activity shall not pose an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds;
14. Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser;

## **Business/Non-Instructional Operations**

### **School Fundraisers**

15. The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment;
16. Students in grades K-5 shall not be asked to solicit funds or sell merchandise outside of their home;
17. The proposed fundraising campaign will not be in conflict with state or federal law or Board of Education policy.

### **Prohibited Fundraising Campaign Activity**

If a District employee or eligible organization's fundraising request is approved, the employee or organization must comply with all provisions contained in the approved proposal request form. Notwithstanding a building administrator's prior approval of a fundraising campaign, the Superintendent and Board of Education reserve the right to deny fundraising campaign requests or to direct District employees or eligible organizations to suspend or discontinue active fundraising campaigns, if the Superintendent or Board of Education determines that a particular campaign conflicts with the mission, goals or objectives of the New Milford Public Schools.

Approved fundraising campaigns must not:

1. Disparage the New Milford Board of Education, the New Milford Public Schools or any of its buildings, programs, students, or employees or paint the District or any of its buildings, programs, students, or employees in a negative light;
2. Include pictures of current or former District students on any website except with the prior written permission of the student's parent or guardian, or the student or former student, if the student or former student is 18 years of age or older;
3. Include the personally identifiable information of any District student or former student on any website;
4. Be used for personal gain or for any other purpose other than those expressly stated in the campaign's purpose;
5. Result in funds and/or items being directly provided or delivered to the District employee who requested the funds and/or items;

## **Business/Non-Instructional Operations**

### **School Fundraisers**

6. Solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
7. Violate Title IX or any other applicable state or federal law;
8. Be contingent on additional District spending or require “matching” funds from the District or another organization;
9. Request food items that do not meet the “smart snacks” standards of the USDA regulations for school nutrition; or
10. Contain language that suggests or states that an item or items for which the donations are being sought are required for or otherwise integral to a student’s special education program, necessary for a student to achieve his/her IEP goals, or necessary to ensure participation of a student or students with disabilities in school or any program offered by the District.

Notwithstanding a building administrator’s prior approval of a fundraising campaign, the Superintendent and Board of Education reserve the right to deny fundraising campaign requests or to direct District employees or eligible organizations to suspend or discontinue active fundraising campaigns, if the Superintendent or Board of Education determines that a particular campaign conflicts with the mission, goals or objectives of the New Milford Public Schools.

### **Employee Requirements**

District employees, including coaches, may not engage in fundraising campaigns related to their roles or duties as a District employee or otherwise benefiting the District, including District programs, initiatives, students or staff, without first receiving prior written approval from a designated administrator. Likewise, only eligible organizations that have received prior written approval by a designated administrator pursuant to this policy are permitted to utilize fundraising campaigns for District purposes or programs. Groups, clubs and/or organizations that have not been granted formal recognition or approval by the Board may not be granted permission to engage in fundraising campaigns on behalf of the District.

District employees and eligible organizations that have not obtained prior written approval to engage in fundraising activity pursuant to this policy may not solicit funds or items on behalf of the District; give the appearance of soliciting funds or items on behalf of the District on a crowdfunding or other website; use the District’s name, logo, mascot, or other identifying information on a crowdfunding or other website; or link to or reference any of the District’s

## **Business/Non-Instructional Operations**

### **School Fundraisers**

websites, social media sites, or any other online platforms on a crowdfunding or other fundraising website.

Absent prior written approval by a designated administrator pursuant to this policy, District employees are prohibited from identifying on a crowdfunding site that they are an employee of the District. Employees may not utilize their District email address for any crowdfunding campaigns, unless the campaign has been approved by the District.

District employees shall not use their positions to compel or coerce students, parents, guardians or community members to donate or otherwise participate in any fundraising campaigns. District employees shall likewise not take any adverse action against or withhold any benefit from any students, parents, guardians or community members who elect not to donate or otherwise participate in any fundraising campaign.

### **Approved Campaigns**

Approved fundraising campaigns must operate in accordance with all applicable laws, Board of Education policies and administrative regulations. If a District employee or eligible organization's fundraising request is approved, the employee or eligible organization shall be responsible for maintaining all materials and information relating to the campaign and keeping District administration apprised of the status of the campaign. It shall be the continuing responsibility of the individual whose fundraising campaign is approved to ensure that all applicable laws and rules, including rules and requirements established by any crowdfunding site, if applicable, are followed.

Each Principal shall develop and maintain a list of all approved fundraising activities operating within his or her school and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

The Superintendent will furnish the Board of Education with an up-to-date listing of all fundraising activities being conducted in the schools during the Superintendent's Report portion of all regularly scheduled Board meetings.

### **Crowdfunding Campaigns**

Crowdfunding campaigns may only be permitted to take place via crowdfunding websites that have been approved by the Superintendent or his or her designee. In order to be approved a proposed crowdfunding site must meet the following requirements:

## **Business/Non-Instructional Operations**

### **School Fundraisers**

1. The site must be operated by a legitimate corporation or limited liability company with no history of fraud, unlawful activity, financial mismanagement or other misconduct; and
2. The site must have a policy that requires funds and/or items donated to a crowdfunding campaign go directly to the applicable school or district and not the individual who launched the crowdfunding campaign.

The Superintendent or his or her designee shall maintain a list of approved crowdfunding sites. District employees or eligible organizations that want to use a crowdfunding site in connection with a campaign that has yet to be approved by the Superintendent or his or her designee may request that the proposed crowdfunding site be reviewed for approval.

When a crowdfunding campaign request lists multiple possible crowdfunding sites, those crowdfunding sites designed for crowdfunding by schools and/or educators shall be given preference, so long as they meet the requirements of this section.

If a District employee or eligible organization's approved crowdfunding campaign is not fully funded within the time period identified in the employee or organization's request form, then donations will be returned to donors in the form of "account credits." Likewise if an approved crowdfunding campaign cannot be completed (e.g., the requesting employee has left the District) then donations shall be returned to donors in the form of account credits.

### **Receipt of Donated Funds and/or Items and Supplies**

Where a fundraising campaign requires the electronic transfer of funds, the Director of Finance shall ensure that such transfer is made properly and in accordance with acceptable standards of practice. Where such transfer cannot be properly achieved, the campaign should not be approved. The Director of Finance shall be promptly notified of any unused funds and determine the appropriate way to expend or return the unused funds.

The District reserves the right to refuse funds that have been raised through an approved fundraising campaign if it discovers that the project violated this policy or was in violation of a crowdfunding site's requirements, policies and/or regulations. The District likewise reserves the right to terminate any pre-approved fundraising campaign for any reason or withhold approval for any fundraising campaign project for any reason. Items obtained through fundraising must fulfill the purpose of the approved fundraising campaign.



## **Business/Non-Instructional Operations**

### **School Fundraisers**

All items/materials obtained through District-approved fundraising campaigns are the property of the District. While preference shall be given for the items/materials to be used and maintained by the employee who originally obtained them through initiating the fundraising campaign (where applicable), the District reserves the right to transfer such items/materials to another classroom and/or teacher, where necessary. Items received in response to a fundraising campaign must be delivered directly to the building administration of the building in which they will be used, if applicable.

A summary list of all approved fundraising campaigns and the funds and/or items/supplies received from each will be reported to the Board of Education by the Superintendent or his or her designee on an annual basis.

### **Sale of Merchandise**

The sale of merchandise in connection with District-approved fundraisers must be conducted in accordance with all applicable state and federal taxing requirements. Generally only merchandise that is exempt from sales tax requirements will be permitted to be sold in connection with District-approved fundraisers. The District will not approve the sale of any merchandise that requires the District to collect and remit sales tax except without the prior approval of the Superintendent and the Director of Finance.

### **Delegation of Responsibility**

The Superintendent shall adopt and implement all necessary administrative regulations to implement this policy. The Superintendent or his or her designee shall disseminate and explain information to building administration and post information on the District website. Building administration will be responsible for forwarding all information to staff and eligible organizations.

Legal Reference:      Family Educational Rights and Privacy Act, 20 U.S.C. §§ 1232g et seq.

34 CFR 99.1-99.67

Connecticut General Statutes

§ 7-479 Conflicts of Interest

Regulations of Conn. State Agencies

**Business/Non-Instructional Operations**

**School Fundraisers**

§ 10-145d-400a Code of Professional Responsibility for Teachers

§ 10-145d-400b Code of Professional Responsibility for Administrators

(cf. 1324 – Fundraising In and For the Schools)

Policy adopted: March 12, 2002  
Policy revised: June 10, 2008  
Policy reviewed: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR FIRST REVIEW

*COMMENTARY: This policy is not legally mandated but may be useful for providing guidance in dealing with vendors. The suggested revisions on the first page are for clarity. On the second page, the reference to affirmative action contracting obligations has been replaced by a Non-Discrimination section. This change is recommended because Connecticut General Statutes § 4a-60 and 4a-60a only directly apply to “municipal works projects” and the Board ordinarily would not enter into such contracts since items like school construction and remediation projects are typically governed by school construction committees which are deemed town rather than board of education bodies. The added section on Non-Discrimination achieves the same objective and reflects state and federal non-discrimination statutes.*

**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~~ **District**.

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

The **New Milford Public Schools** ~~schools~~ shall not extend favoritism to any vendors. Each order **placed with a vendor** shall be based on quality, price, and delivery **of services**, with **history of** 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.~~

**District staff below the rank of Director of Finance shall not meet with vendor sales representatives for the purpose of discussing District business except where expressly authorized to do so by the Superintendent.**

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 **a** recognized stock exchange.

## **Business/Non-Instructional Operations**

### **Relations with Vendors**

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.

### **~~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 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.~~

### **Non-Discrimination**

The District shall not contract with any vendor that it knows or has reason to believe discriminates against any person on account of such person's religion, national origin, alienage, color, race, sex, gender identity or expression, sexual orientation, blindness, mental disability, physical disability or status as a veteran.

### **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.

## Business/Non-Instructional Operations

### Relations with Vendors

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  
Policy revised: March 11, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR FIRST REVIEW

*COMMENTARY: This policy is totally optional. To provide more leeway, the Board may wish to modify the policy slightly to provide for local purchasing when the listed factors are “substantially equal,” but such a change is a matter of Board discretion.*

**3313.1**

### **Business/Non-Instructional Operations**

#### **Local Purchasing**

Local purchasing will be favored whenever the following factors are **substantially** 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
9. Any other factor bearing on the best interests of the school system.

Policy adopted: June 11, 2002  
Policy revised: June 10, 2008  
Policy revised: May 13, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## ITEM OF INFORMATION

*COMMENTARY: The changes below are recommended for clarity and to align with suggested changes to the Board's fundraising policy. The Board has wide-discretion in determining the criteria and procedures by which it will accept or reject gifts.*

**3280(a)**

### **Business/Non-Instructional Operations**

#### **Gifts to the School**

Any gift presented to the school district, ~~with the exception of gifts made pursuant to a traditional or online fundraising campaign (i.e. crowdfunding) conducted in accordance with Board policy,~~ 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~~ **The gift's purpose is** consistent with those of the ~~school district~~ **District**.
2. ~~Be~~ **The gift is** offered by a donor acceptable to the Board of Education.
3. **The gift will** ~~Will~~ not add to staff load.
4. **The gift will** ~~Will~~ not begin a program which the Board of Education would be unwilling to ~~take over~~ **continue to fund** when the gift or grant funds are exhausted.
5. **The gift will** ~~Would~~ not bring undesirable or hidden costs to the school district.
6. **The gift will not impair the District's ability to provide required or desired services to students.** ~~Will place no restrictions on the school program.~~
7. **The gift will** ~~Will~~ be suitable for use in meeting the instructional or operational needs of the ~~school~~ **District**.
8. **Acceptance of the gift is approved by the Director of Technology if** ~~If the gift is technology material, such as computers and/or software, it must have the approval of the Director of Technology.~~
9. **The gift will** ~~Will~~ not be inappropriate or harmful to the best education of students.
10. **The gift will** ~~Will~~ not be in conflict with any provision of **Board policies or the law** ~~the school code or public law.~~

## **Business/Non-Instructional Operations**

### **Gifts to the School**

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

Where appropriate, a letter of appreciation signed by the Secretary of the Board of Education shall be sent to a the 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  
Regulation revised: February 25, 2014

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



## ITEM OF INFORMATION

*COMMENTARY: The suggested revisions below are designed to align this regulation with the suggested revisions to the Board's fundraising policies.*

**3281(a)**

### **Business/Non-Instructional Operations**

#### **School Fundraisers**

##### **General Guidelines**

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

##### **Sale of merchandise**

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 District's State of Connecticut - Department of Revenue Services/Governmental Agency Exemption Certificate signed by the Director of Fiscal Services and Operations. 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 **the** exemptions ~~in the following section identified below~~), 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 do not include sales at retail establishments operated by District organizations such as thrift stores or gift shops. Fundraising 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 fundraising category with respect to sales and use tax exemptions. Because sales of tangible personal property, manufactured or fabricated goods and services are for profit, and will generally exceed the \$20.00 fundraising limit on an on-going basis for 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 Fundraisers**

for re-sale by these entities cannot be made as tax exempt purchases under the District's 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 before fundraising is permitted in the schools or a gift from a fundraising organization is accepted:

1. All organizations or groups conducting fundraising activities for the benefit of New Milford students must obtain prior approval in writing from the Building Principal of the school that is intended to benefit from the fundraising activity, **or a designated Central Office administrator in the case of a fundraising activity intended to benefit the entire District or a non-school affiliated program.** Requests for fundraising activities shall be directed to the Building Principal on the appropriate form (Fundraising Activity Request Form) for approval at the building level.
2. The Building 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 Fundraising Activity Request 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 fundraising events requiring the use of one of the District's (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 fundraising event and its relevancy to the goals and objectives of the District.
5. After completion of the fundraising event the Business Office will send the Fundraising Activity Reporting Form 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 Fundraising Activity Request Form.
6. **Crowdfunding requests shall be processed using the accompanying Crowdfunding Campaign Request forms and checklists.**

**Business/Non-Instructional Operations**

**School Fundraisers**

Any questions regarding procedures and policies relating to Fundraising or Enterprise activities within the District should be directed to the Director of Fiscal Services and Operations.

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

Regulation approved: March 12, 2002  
Regulation revised: June 10, 2008  
Regulation revised: February 25, 2014  
Regulation revised: February 24, 2015

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut