

**NEW MILFORD BOARD OF EDUCATION**

New Milford Public Schools  
50 East Street  
New Milford, Connecticut 06776  
(860) 355-8406

**POLICY SUB-COMMITTEE  
MEETING NOTICE**

**DATE:** October 19, 2010  
**TIME:** 6:30 P.M.  
**PLACE:** Lillis Administration Building, Rm. 2

**AGENDA**

**1. Call to Order**

**2. Public Comment**

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

**3. Discussion and Possible Action Items**

**A. Recommended for Revision**

- |    |               |                        |
|----|---------------|------------------------|
| 1. | Policy 3110   | Budget: Planning       |
| 2. | Policy 3240   | Tuition Fees           |
| 3. | Policy 3280   | Gifts to the School    |
| 4. | Policy 3300   | Purchasing             |
| 5. | Policy 3451   | Petty Cash Funds       |
| 6. | Policy 3453.1 | Unexpended Class Funds |
| 7. | Policy 9130   | Board Committees       |

**B. Recommended for Deletion:**

- |    |      |             |
|----|------|-------------|
| 1. | 3111 | Fiscal Year |
|----|------|-------------|

**4. Items of Information**

- |    |                 |                                    |
|----|-----------------|------------------------------------|
| A. | Regulation 3152 | Spending Public Funds for Advocacy |
| B. | Regulation 3300 | Purchasing                         |

**5. Adjourn**

GEORGE C. BUCKBEE  
TOWN CLERK *gcb*

2010 OCT 15 P 1:21

NEW MILFORD, CT

**Sub-Committee Members:** Mrs. Nancy Tarascio-Latour, Chair  
Mrs. Lynette Celli Rigdon  
Mr. David A. Lawson  
Mrs. Alexandra Thomas

**Alternates:** Mr. Daniel W. Nichols  
Mr. Bill Wellman

**RECOMMENDED FOR REVISION**

***Bold italicized*** language constitutes an addition

~~Stricken~~ language constitutes a deletion

*[Commentary: There is nothing in the law that requires the Board to receive input from the community, students, staff, etc. in the budget process. Therefore, if the process described in this policy no longer reflects your current practice, or if the Board considers this process to be overly burdensome in some manner, you are free to delete this policy.]*

**3110**

**Business/Non-Instructional Operations**

**Budget: Planning**

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

Legal Reference: Connecticut General Statutes

~~10-51 Fiscal Year Budget. Payments by member towns. (regional school districts).~~

10-222 Appropriations and budget.

Policy adopted: June 11, 2002

Policy revised: June 10, 2008

Policy revised:

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION</b> <i><b>Bold italicized</b></i> language constitutes an addition <del>Stricken</del> language constitutes a deletion</p>
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*[Commentary: Suggested change is in Section I, paragraph 6. The revision reflects current practice.]*

**3240(a)**

## **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 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. Special education students 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 may be accepted under the following conditions:

1. A non-resident student shall apply to be admitted in writing on a form supplied by 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 information requested.
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.
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.

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

### **Tuition Fees**

6. ~~Semi-annual~~ Tuition must be paid in advance *four times per year in September, December, March and May* ~~on or before August 15 and January 15~~ 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 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 in advance.

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.

### **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 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:

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

### **Tuition Fees**

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. The need and costs for related special services.
7. Information regarding student educational placement.
8. 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.

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.

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p style="text-align: center;"><b>RECOMMENDED FOR REVISION</b> <b><i>Bold italicized</i></b> language constitutes an addition <del>Stricken</del> language constitutes a deletion</p>
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*[Commentary: The suggested revisions are for completeness, to alert you to two types of donations that potentially implicate additional legal requirements]*

**3280**

## **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 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 up to a cumulative value from one source of one thousand dollars (\$1000), and shall notify the Board of such gifts at the next regular Board meeting. The Board shall approve gift/gifts valued at one thousand dollars (\$1000) or more; as well as gifts that shall likely involve future cost to the school system 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 shall honor the restriction or return the property to the donor.

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.
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.
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.

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

### **Gifts to the School**

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

*If a donation of technology includes new computers or used computers that are not more than two years old at the time of the donation, the Board of Education may accept such donation in accordance with Connecticut General Laws 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*

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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**3300(a)**

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

### **Purchasing**

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

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



**Business/Non-Instructional Operations****Purchasing**

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), such officer or employee shall obtain a minimum of three (3) quotations from various providers or vendors. The quotations or evidence of the lack of providers or vendors shall be listed in a written attachment to the purchase order or contract, pertaining to said goods or services prior to its being submitted to the Superintendent and the Board of Education for approval. Whenever the officer or employee recommends the purchase of such goods or services from other than the provider quoting the lowest price, the reasons for such recommendation shall be set forth in writing along with the list of quotations. ***The district shall annually post a notification to potential vendors/providers on its website of the types of items or services for which the district anticipates seeking quotations. The notification shall inform vendors/providers that they may submit a letter of interest to be kept on file for at least one year for the district to consider when seeking quotations.***

**Business/Non-Instructional Operations**

**Purchasing**

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

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

(cf. 3312 – Standardization of Supplies and Equipment)

Policy adopted: June 11, 2002  
Policy revised: June 10, 2003  
Policy revised: June 10, 2008  
Policy revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

<p><b>RECOMMENDED FOR REVISION</b> <i><b>Bold italicized</b></i> language constitutes an addition <del>Stricken</del> language constitutes a deletion</p>
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**3451**

## **Business and Non-Instructional Operations**

### **Petty Cash Funds**

In order to facilitate minor purchases, the Superintendent shall establish a small, petty cash fund not to exceed ~~\$150~~ ***\$250.00*** in each school as well as for the central administrative office. Expenditures against the fund must be carefully itemized by the Principals. After a budget item is exhausted, no expenditures against this item may be made even from the petty cash fund, unless a line item transfer is authorized under Board of Education policy #3160.

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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**3453.1**

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

### **Unexpended Class Funds**

All invoices or obligations incurred by the Senior Class must be paid out of the senior class fund no later than the opening day of the following school year. No new obligations may be incurred any later than one week after graduation.

Remaining funds ~~may~~ ***will*** be turned over to two class officers, in trust for the class, for the purpose of supporting the five year or a later reunion, ~~provided this is the wish of the majority of the class.~~ ***unless the majority of the class resolves that the funds will be used for some other purpose which benefits those students who contributed to the accumulation of the funds..***

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## Bylaws of the Board

### Board Committees

In order to better serve the school system, the Board shall establish certain committees to serve in an advisory capacity to the Superintendent and the Board, and to fulfill its responsibilities as required by law.

It is the policy of the Board to maintain certain Standing Committees, namely: Operations, Learning, Facilities and Policy; and to establish certain Ad-Hoc Committees, as needed. The committees shall operate within the standards set forth by this policy.

### Standing Committees

Not later than the January regular meeting of the Board, the Standing Committees shall be appointed by the Board Chairperson to serve until the next annual meeting. Each committee shall consist of ~~four~~ **three** Board members and two alternates. ***The alternates will only participate in committee meetings when one or more of the assigned board members are not present at the committee meeting.*** The Board Chairperson appoints the Chairperson for each committee from the members of the committee. The Board Chairperson shall serve as an ex-officio member of all standing committees.

Any member of the Board who is interested in serving on a standing committee shall notify the Chairperson promptly concerning his or her interest.

- A. Each Board member must serve on at least one standing committee.
- B. No Board member may serve on more than three standing committees.
- C. No Board member may chair more than one standing committee.

Any member of the Board may attend standing committee meetings (excluding Executive Session, unless otherwise permitted under the Freedom of Information Act); however, they are not able to participate in any discussion or vote. ***At all times, the total number of Board members participating in a committee meeting shall be one less than the number that represents a quorum of the Board.***

Standing Committee Chairpersons and members on standing committees shall serve for the same term as the Board Chairperson.

(cf. 9132 - Standing Committees)

### Ad-Hoc (Special/Temporary) Committees

Ad-Hoc (Special/Temporary) committees shall be established by the Board or Board Chairperson, whenever advisable, to address specific problems and projects. These committees shall include a minimum of two ***and a maximum of three*** Board members and may include

## **Bylaws of the Board**

### **Board Committees (continued)**

members of the staff and/or community who would be able to provide expertise. Ad-Hoc committees shall be appointed as soon as possible after their establishment and shall be dissolved when their report has been accepted by the Board or at the next annual organizational meeting or upon a motion for dissolution passed by a majority vote, or upon completion of the assigned task whichever comes first. Ad-Hoc Committees supersede any standing committee.

Ad Hoc committee members shall be appointed by the Chairperson. Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest. The Board Chairperson shall be an ex-officio member of each committee. Any Board member who is interested in attending Ad Hoc committee meetings may do so. Board members who are not members of the Ad Hoc Committee may not 1) attend any executive session of the Ad Hoc Committee, unless otherwise permitted under the Freedom of Information Act, or 2) participate in any discussion or vote.

In the event of vacancies on Ad Hoc committees, the Chairperson shall appoint new committee members. All appointments expire when the committee as a whole expires.

The duties of each Ad Hoc committee shall be outlined at the time the committee is appointed.

### **Conduct of Committee Business**

So that Board Committees shall operate in a consistent and effective manner, the following standards shall apply:

1. Board committee appointments shall be determined by the Board Chairperson as guided by the best interests of the Board. To make this determination, the Board Chairperson shall consider:
    - The requests by Board members to serve on specific committees. Requests to serve on specific Standing Committees shall be submitted by Board members, in the form of a prioritized list, to the Board Chairman at the annual meeting of the Board.
    - The individual background, talents and experiences of Board members.
    - The synergetic quality of the committee as a whole.
  2. Standing Committees shall plan to meet once a month. Additional meetings may be called by the Committee Chairperson whenever he/she deems necessary, or upon a request of two committee members.
  3. All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.
  4. All Standing Committee meetings shall have a written agenda, prepared by the Committee Chairperson and the Superintendent or his/her designee; and posted at least twenty-four hours before the meeting. The agenda shall include all assignments as may be directed by the Board.
-

## Bylaws of the Board

### Conduct of Committee Business (continued)

5. The proceedings of all Standing Committee meetings shall be recorded and distributed to Board members in a timely manner.
6. Recommendations to be considered for Board action, as determined by a vote of the committee members present, shall be placed on the agenda of a regular Board meeting as a formal motion.
7. All committee meetings shall be open to the public; however, an executive session may be called in accordance with the provisions of the Freedom of Information Act.
8. All committees shall post agendas and keep minutes of business conducted at meetings in accordance with the provisions of the Freedom of Information Act. The minutes shall be kept on file in the Superintendent's office and be made available at all times to the Board of Education members.

Legal Reference: Connecticut General Statutes  
1-200 through 1-241 of the Freedom of Information Act.  
1-200 Definitions.  
1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board: January 9, 2001  
Bylaw revised by the Board: November 7, 2005  
Bylaw revised by the Board: November 14, 2006  
Bylaw revised by the Board: June 9, 2009  
Bylaw revised by the Board:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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*[Commentary: Conn. Gen. Statutes 10-259 dictates the fiscal year as defined below. Since there is no discretion to be exercised with regard to this mandate and the law on this topic is rather uncomplicated, this policy is unnecessary and should be deleted.]*

**3111**

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

### **Fiscal Year**

~~The fiscal year shall commence July first and end the following June thirtieth.~~

~~Legal Reference: Connecticut General Statutes~~

~~10-51 Fiscal year. Budget.~~

~~10-222 Appropriations and budget. Financial information system.~~

~~10-259 Fiscal and school year defined.~~

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut



**FOR YOUR INFORMATION**  
**RECOMMENDED FOR REVISION**  
*Bold italicized* language constitutes an addition  
~~Stricken~~ language constitutes a deletion

*[Commentary: The additional information added to this regulation is intended to assist you with compliance with 9-369b in the context of the school environment. The Connecticut State Elections Enforcement Commission provides a 3 page explanation of this law at the following link which may also be helpful to you, (though it need not be incorporated as your regulation): [http://www.ct.gov/seec/lib/seec/publications/prohibition\\_on\\_expenditure\\_of\\_public\\_funds\\_relating\\_to\\_referenda.pdf](http://www.ct.gov/seec/lib/seec/publications/prohibition_on_expenditure_of_public_funds_relating_to_referenda.pdf)]*

**3152**

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

### **Spending Public Funds for Advocacy**

#### **Spending Public Funds to Inform Citizens Regarding Referenda**

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

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

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

*When a referendum is pending, the 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*

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

### **Spending Public Funds for Advocacy**

#### **Spending Public Funds to Inform Citizens Regarding Referenda**

*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.*

*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.  
(as amended by PA-00-92)

Regulation approved: June 11, 2002  
Regulation revised: June 10, 2008  
Regulation revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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**3300**

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

### **Purchasing**

#### **The Bidding Process**

1. Identification of a Project
2. Write the specifications or Scope of Work
  - The more extensive the Project, the more detail Specifications or Scope of Work
3. Identify potential vendors for the specific type of work
4. Write and issue an RFP, if over \$15,000
5. Write and issue an RFQ, if over \$5,000 but under \$15,000, *considering any letters of interest on file from vendors/providers*
6. Mail out RFP packet
7. Advertise bid in News-Times and/or other newspaper dependent on Scope of Work
8. Perform formal Bid Opening
9. Bid selection maybe based on the following:
  - Price
  - Past experience with vendor
  - Vendor expertise
  - Satisfaction of Bid parameters
  - References
  - Other appropriate criteria
10. Board of Education to Award Bid
11. contact successful vendor
12. Write Purchase Order
13. Obtain approval of Purchase Order
14. Depending on size of the Purchase Order, obtain Board of Education approval
15. Monitor progress of work
16. Approve invoice
17. Send payment(s)
18. Summary checkpoints:
  - RFP, over \$15,000, formal bid award or award based on State contract
  - RFQ, Written quote for anything over \$5,000, but under \$15,000
  - Under \$5,000 ~~should be, there is no requirement to obtain quotes, but, when possible, written with a minimum of three (3) quotes.~~ *seek approximately three written quotes.*

Regulation approved: June 10, 2008  
Regulation revised:

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

**New Milford Board of Education  
Policy Subcommittee Minutes  
October 19, 2010  
Lillis Administration Building, Rm. 2**

GEORGE C. BUCKBEE  
TOWN CLERK

AM  
2010 OCT 21 A 9:05

NEW MILFORD, CT

<b>Present:</b>	Mrs. Nancy Tarascio-Latour, Chairperson Mr. David Lawson Mrs. Alexandra Thomas Mrs. Lynette Rigdon (arrived at 6:34 p.m.)
<b>Also Present:</b>	Dr. JeanAnn C. Paddyfote, Superintendent of Schools Dr. Maureen McLaughlin, Assistant Superintendent of Schools

<b>1. Call to Order</b> The meeting of the New Milford Board of Education Policy Subcommittee was called to order at 6:30 pm.	<b>Call to Order</b>
<b>2. Public Comment</b> • There was no public comment.	<b>Public Comment</b>
<b>3. Discussion and Possible Action Items</b> <b>1. Policy 3110 Budget: Planning</b>  Dr. Paddyfote noted that the change was a deletion of a citation.  <b>2. Policy 3240 Tuition Fees</b>  Dr. Paddyfote said this policy does not impact the contract the district has with the Sherman schools.  <ul style="list-style-type: none"> <li>Mrs. Thomas asked if the contract should be referenced in the policy.</li> <li>Mrs. Tarascio-Latour asked if a student who was not defined as special education and later was determined to be special education if the tuition would be adjusted under this tuition plan and Dr. Paddyfote responded that is why the payment schedule is changed to four times per year.</li> <li>Mrs. Tarascio-Latour asked for clarification regarding certified staff and Dr. Paddyfote said it was teachers and administrators.</li> </ul> <b>3. Policy 3280 Gifts to the School</b>  Dr. Paddyfote noted there was new language at the end of this policy.	<b>Discussion and Possible Action Items</b> <b>Policy 3110 Budget: Planning</b>          <b>Policy 3240 Tuition Fees</b>          <b>Policy 3280 Gifts to the School</b>

<p><b>4. Policy 3300 Purchasing</b></p> <p>Dr. Paddyfote said this was updated as a result of an agreement between the Town and the Board of Education based on an ordinance the town passed which was illegal in terms of the Board of Ed being a stand alone organization. She said this policy requires an RFQ/RFP for items from \$5000 to \$14,999 and a bid for anything over. She said under this policy, items to be purchased will be posted annually on the website.</p> <ul style="list-style-type: none"> <li>• Mrs. Thomas said this was a good fix and allowed community business' to submit a letter of interest.</li> </ul>	<p><b>Policy 3300 Purchasing</b></p>
<p><b>5. Policy 3451 Petty Cash Funds</b></p> <p>Dr. Paddyfote noted this change was to take petty cash from \$150 to \$250 at schools and the administrative office.</p>	<p><b>Policy 3451 Petty Cash Funds</b></p>
<p><b>6. Policy 3453.1 Unexpended Class Funds</b></p> <p>Dr. Paddyfote noted this provides better direction to the classes as to how funds can be obtained upon leaving the school.</p> <ul style="list-style-type: none"> <li>• Mrs. Thomas said this gives the class a choice as to how the money can be spent.</li> <li>• Dr. Paddyfote noted that the money should be off the books within five years of graduating.</li> </ul>	<p><b>Policy 3453.1 Unexpended Class Funds</b></p>
<p><b>7. Policy 9130 Board Committees</b></p> <p>Mrs. Tarascio-Latour said this was put back on the agenda for discussion because it had not been resolved last year.</p> <ul style="list-style-type: none"> <li>• Dr. Paddyfote said this policy was changed because Policy 9122 says the Board Chair is an ex-officio member to every subcommittee and if that were to happen, under the current committee structure, each subcommittee would be a quorum of the Board. Currently, the Board Chair volunteers not to sit on the subcommittees so there is no quorum.</li> </ul>	<p><b>Policy 9130 Board Committees</b></p>

- Mrs. Thomas said she liked the idea of four members being present to discuss issues.
- Mrs. Tarascio-Latour asked why this was an issue, why did the Chairman have to be an ex-officio member.
- Mrs. Thomas felt that the Board Chair often had the bigger picture of what was happening and could bring that discussion to the standing committees.
- Mr. Lawson noted that the Board elected the Chair for their leadership and that should be considered.
- Dr. Paddyfote said this policy requires some action because currently the Board is not in compliance since the Board Chair voluntarily is not seated at the subcommittee meetings.
- Mr. Lawson suggested that there could wording saying the Chair or their "designee" so if the Chair could not make a meeting, than an alternate could be seated.
- Mrs. Rigdon asked why each subcommittee meeting could not be called as a regular meeting. Mr. Lawson said once the meeting was posted than all members were obligated to come and with a bigger Board it would be harder to get things done.
- Mr. Lawson suggested that the wording "and/or the Board Chair" be added to the policy so if the Chair cannot attend, an alternate can be seated.

Mrs. Thomas moved to bring policies 3110 Budget: Planning; 3240 Tuition Fees; 3280 Gifts to the School; 3300 Purchasing; 3451 Petty Cash Funds; and 3453.1 Unexpended Class Funds to the full Board for first review at the December Board meeting, seconded by Mr. Lawson and passed unanimously.


Mrs. Thomas moved to bring policy 9130 Board Committees to the full Board for first review at the November Board meeting, seconded by Mr. Lawson and passed unanimously.

**Motion made and passed  
unanimously to bring Policies 3110  
Budget: Planning; 3240 Tuition  
Fees; 3280 Gifts to the School; 3300  
Purchasing; 3451 Petty Cash  
Funds; and 3453.1 Unexpended  
Class Funds to the full Board for  
first review at the December Board  
meeting.**

**Motion made and passed  
unanimously to bring Policy 9130  
Board Committees to the full Board  
for first review at the November  
Board meeting.**

4.	<b>Items of Information</b> A. Regulation 3152 Spending Public Funds for Advocacy B. Regulation 3300 Purchasing  Dr. Paddyfote noted that the Board does not approve regulations and these were for information.	<b>Items of Information</b> A. Regulation 3152 Spending Public Funds for Advocacy B. Regulation 3300 Purchasing
5.	<b>Adjourn</b>  Mrs. Thomas moved to adjourn the meeting at 7:30 p.m. seconded by Mrs. Rigdon and passed unanimously.	<b>Adjourn</b>  Motion made and passed to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

  
Nancy Tarascio-Latour, Chairman  
Policy Subcommittee