

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

POLICY SUB-COMMITTEE
MEETING NOTICE

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

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. Policy Recommended for Revision and Approval at Initial Board Presentation in accordance with Board Bylaw 9311:
 - 1. 4300 COVID-19 Staff Vaccination Policy
- B. Policy for Approval:
 - 1. 1212 School Volunteers
- C. Policies for Second Review:
 - 1. 3270 Disposition and Rental of Real Property
 - 2. 3280 Gifts to the School
 - 3. 3281 School Fundraisers
 - 4. 3313 Relations with Vendors
 - 5. 3313.1 Local Purchasing
 - 6. 6145.3 Development or Expansion of Athletic Programs

4. Items of Information

- A. Regulations for Review:
 - 1. 3280 Gifts to the School
 - 2. 3281 School Fundraisers

RECEIVED
TOWN CLERK



2021 OCT 29 A 8:47

NEW MILFORD, CT

5. Public Comment

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6. Adjourn

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

Alternates: Wendy Faulenbach
Brian McCauley

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

Language in **RED** and **GREEN** constitute additions

COMMENTARY: The recommended changes below are designed to better align the Board's mandatory vaccination policy with the latest Connecticut Department of Health guidance implementing Governor Lamont's executive orders mandating COVID-19 vaccination or weekly testing for board of education employees. Pursuant to Governor Lamont's Executive Order #13G, current District employees and those hired prior to September 27, 2021 who are not fully vaccinated as of September 27, 2021 (whether by choice or pursuant to an exemption) may undergo weekly COVID-19 testing and report the results to the school district in-lieu of vaccination. In addition, optional language regarding the responsibilities of contractors is included in green font.

4300(a)

Personnel

COVID-19 Staff Vaccination

The Board of Education's highest priority is ensuring the health and safety of the District's students and their families, the District's employees and their families, and our greater community. Pursuant to this obligation and Connecticut Governor Ned Lamont's September 10, 2021 Executive Order # 13G, the Board mandates that all District employees who perform work within the District's schools be vaccinated against COVID-19 unless otherwise exempt as set forth in this policy.

Definitions

For the purposes of this policy, the following definitions apply:

"Fully vaccinated" means at least 14 days have elapsed since a person has received the final dose of a vaccine approved for use against COVID-19 by the U.S. Food and Drug Administration, or as otherwise defined by the Centers for Disease Control.

"District employee" refers to all New Milford Public Schools' employees, both full and part-time, including substitutes and student teachers. This definition applies to all District staff regardless of the amount of student contact time a particular staff member may have. This definition does not apply to District volunteers.

Mandatory COVID-19 Vaccination

1. Prospective District Employees Hired On or After September 27, 2021

On or after September 27, 2021, the District shall offer employment only to individuals who are fully vaccinated. The exceptions to this rule are as follows:

Personnel

COVID-19 Staff Vaccination

- (1) The candidate has received the first dose of the vaccine and has either received the second dose (and less than 14 days have elapsed) or has an appointment for the second dose **in a two-dose series vaccination, or has received a single-dose vaccine (and less than 14 days have elapsed)** and he/she undergoes weekly COVID-19 testing and submits such results to the District until such time as the he/she is fully vaccinated; or
- (2) The candidate is exempt from the vaccination requirement because the vaccine is likely to be detrimental to the individual's health or the person is exempt due to a sincerely held religious belief and he/she undergoes weekly COVID-19 testing and submits such results to the District and he/she is able to perform the essential functions of his/her job with a reasonable accommodation that is not an undue burden to the Board.

It shall be the responsibility of the candidate to provide proof of vaccination or to obtain and provide documents in support of his or her entitlement to any exemption. Decisions regarding exemptions shall be determined on a case-by-case basis.

The failure to meet any of these conditions will result in the candidate not being offered a position of employment.

The New Milford Public Schools shall not pay for the costs associated with weekly COVID-19 testing.

2. Existing District Employees and Those Hired Prior to September 27, 2021

On or after September 27, 2021, all non-exempt employees must be fully vaccinated against COVID-19 in order to maintain employment with the New Milford Public Schools unless:

- (1) The employee has received the first dose of the vaccine and has either received the second dose **(and less than 14 days have elapsed)** or has an appointment scheduled to obtain the second dose **in a two-dose series vaccination, or has received a single-dose vaccine (and less than 14 days have elapsed)** and undergoes weekly COVID-19 testing and submits such results to the District; or

Personnel

COVID-19 Staff Vaccination

- (2) The employee is exempt from the vaccination requirement because the vaccine is likely to be detrimental to the individual's health or the person is exempt due to a sincerely held religious belief and the employee undergoes weekly COVID-19 testing and submits such results to the District and the employee is able to perform the essential functions of his/her job with a reasonable accommodation that is not an undue burden to the Board; or
- (3) The employee undergoes weekly COVID-19 testing and submits such results to the District.

It shall be each employee's responsibility to provide proof of vaccination or to obtain and present documents in support of his or her entitlement to any exemption. Decisions regarding exemptions shall be determined on a case-by-case basis.

Employees who fail to comply with the above provisions will not be permitted to report to work or to enter into any school building or District facility. In addition, failure to produce proof of vaccination or weekly testing results will render employees ineligible for continued employment.

The New Milford Public Schools shall not pay for the costs associated with weekly COVID-19 testing.

Acceptable Proof of Vaccination

Employees may demonstrate proof of vaccination by providing **a copy of any one of the following categories of documentation plus a signed declaration of authenticity as described below:**

- ~~1. A CDC COVID-19 Vaccination Record Card or photo of the Vaccination Record Card;~~
- ~~2. Documentation from a health care provider or electronic health care records;~~
- ~~3. State Immunization Information Record, or~~

1. **A valid CDC Vaccination Card, which must contain the employee's name and date of birth, along with the manufacturer of (and date on which) the vaccine that was administered;**
2. **A record from the individual's vaccine provider providing the same information listed in #1, above;**

Personnel

COVID-19 Staff Vaccination

3. A certificate from the Vaccine Administration Management System (“VAMS”), if the individual received vaccination through the VAMS system, providing that same information, or
4. A copy of the individual’s official immunization record from the Connecticut Immunization Information System, (CT WiZ. State Immunization Information Record) providing that same information.
5. Other documentation prescribed by the Connecticut Commissioner of Public Health.

In addition, such documentation will not be deemed valid unless accompanied by the individual’s signed declaration as to the authenticity of their proof of vaccination (including any copies of such records submitted). The School will provide you with access to the declaration form to be used. Appendix A from “*Implementation Guidance for Executive Order 13G*” from Department of Public Health (“DPH”), dated 9/17/21.

Personal attestation (~~without the required documents~~) will not be accepted as an acceptable form of proof of a COVID vaccination.

Exemptions to COVID-19 Vaccination Requirement

1. Medical/Disability

District employees seeking to be excused from receiving the COVID-19 vaccination ~~due to medical restrictions and/or a disability~~ because the administration of COVID-19 vaccine is likely to be detrimental to the individual’s health must request a medical exemption from Executive Order 13G’s vaccination mandate via a form complying with the “Implementation Guidance for Executive Order 13G” (Appendix B) that is signed by that individual’s physician (MD or DO), physician’s assistant, or advance practice nurse practitioner. The District shall keep such documentation confidential to the extent permitted by law. ~~must submit a request in writing to the Superintendent or his or her designee, along with any supporting documentation as may be requested by the Administration. Such supporting documentation shall include a statement from a physician, physician’s assistant or advanced practice registered nurse indicating that the administration of the COVID-19 vaccination is likely to be detrimental to the District employee’s health.~~

Personnel

COVID-19 Staff Vaccination

The Superintendent or his or her designee shall engage in discussion with the employee and make an individualized assessment as to whether the employee (if unvaccinated) will expose others to the virus or otherwise pose a direct threat to safety and health of the school community, based upon the following considerations:

- the duration of the exposure to others;
- the nature and severity of the potential harm from exposure;
- the likelihood that this potential harm will occur; and
- the imminence of this potential harm.

If the Superintendent determines that the unvaccinated employee poses such a direct threat to the school community, the Superintendent will consider whether there are reasonable accommodations or mitigation efforts (absent undue hardship) that would eliminate or reduce the risk such that the unvaccinated employee will not pose a direct threat to others. Such measures may include but not be limited to greater isolation/social distancing and the use of enhanced personnel protective equipment, (for example, face shields worn in addition to masks), provided that they do not constitute an undue hardship to the District.

If the unvaccinated employee poses a direct threat that cannot be reduced to an acceptable level, the Superintendent may exclude the employee from physically entering any District schools or facilities. Such an employee may take, or be required to take, available leave pursuant to the terms of: 1. Any applicable collective bargaining agreement or individual contract of employment; 2. Any applicable Board policies, or; 3. Any applicable state or federal statutory provision such as the Americans with Disabilities Act (“ADA”) or the Family and Medical Leave Act (“FMLA”).

In making the above-described determinations, the Superintendent shall consult with local health authorities, and may consider the following factors, amongst others: 1. The general community (and workplace) spread of the virus; 2. The nature of the employee’s worksite, including the risk of exposing students, fellow District employees or other school community members to the virus; 3. The prevalence in the workplace of District employees who have already received a COVID-19 vaccination and the amount of contact with third parties, whose vaccination status may be unknown, and; 4. The availability and likely effectiveness of preventative measures.

2. Religious Practice or Belief

Individuals who object to vaccination on the basis of a sincerely held religious or spiritual belief may request an exemption from Executive Order 13G’s vaccination mandate by using an exemption request form provided by the District to the Superintendent; Appendix C from “Implementation Guidance for Executive Order 13G”; along with any supporting documentation as may be requested by the Administration.

Personnel

COVID-19 Staff Vaccination

~~District employees who assert that they are unable to receive a COVID-19 vaccination because of a sincerely held religious practice or belief, must submit a request in writing to the Superintendent, along with any supporting documentation as may be requested by the Administration.~~

The Superintendent or his or her designee shall engage in discussion with the employee and make an individualized assessment as to whether the employee (if unvaccinated) will expose others to the virus and thus pose a direct threat to the safety and health of the school community, based upon the factors described above.

If the Superintendent determines that the unvaccinated employee poses a direct threat to the school community, the Superintendent will consider whether there are reasonable accommodations or mitigation efforts (absent undue hardship, i.e., more than a *de minimis* cost or burden on the District) that would eliminate or reduce this risk so that the unvaccinated employee does not pose a direct threat to others. Such measures may include but are not limited to include greater isolation/social distancing and use of enhanced personnel protective equipment (for example, face shields in addition to masks), provided they do not impose an undue hardship on the District.

If the unvaccinated employee poses a direct threat that cannot be reduced to an acceptable level, the Superintendent may exclude the employee from physically entering the worksite. Such an employee may take, or be required to take, available leave pursuant to the terms of: 1. Any applicable collective bargaining agreement or individual contract of employment; 2. Any applicable Board policies, or; 3. Any applicable state or federal statutory provisions.

In making the above-described determinations, the Superintendent shall consult with local health authorities, and may consider the following factors, amongst others: 1. The general community (and workplace) spread of the virus; 2. The nature of the employee's worksite, including the risk of exposing students, fellow District employees or other school community members to the virus; 3. The prevalence in the workplace of District employees who have already received a COVID-19 vaccination and the amount of contact with third parties, whose vaccination status may be unknown, and; 4. The availability and likely effectiveness of preventative measures.

3. Weekly Testing

District employees who are not fully vaccinated by September 27, 2021, must obtain weekly testing for COVID-19 and present the results of such tests to the District. This requirement applies to District employees who are exempt from vaccination pursuant to the disability and religious practice or belief exemptions described above as well as any other District employees who were hired prior to September 27, 2021 and who are not fully vaccinated by September 27, 2021. Pursuant to Executive Order 13G, employees hired on or after September 27, 2021 do not have a COVID-19 testing option unless they apply for and are approved for an exemption or have received

Personnel

COVID-19 Staff Vaccination

the first dose of the vaccine but are not yet fully vaccinated. The only exemption to this testing requirement is for situations where employees can provide documented proof that they have tested positive for, or been diagnosed with, COVID-19 infection in the prior 90 days, using a District-approved form for such purpose. An individual granted a temporary waiver from SARS-CoV-2 testing must return to regularly weekly testing at the expiration date indicated on the waiver form if they are not fully vaccinated by that date.

The procedures for submission of testing results shall be determined by the Superintendent or his or her designee. It shall be the responsibility of the District employee to obtain such testing at his or her cost. Employees are expected to obtain such testing outside of regular working hours. The New Milford Public Schools shall not pay for the costs associated with weekly COVID-19 testing.

Such testing must be either PCR or antigen SARS-CoV-2 tests and must be administered and reported by a state licensed clinical laboratory, pharmacy-based testing provider, or other healthcare provider facility with a current "Clinical Laboratory Improvement Amendments" waiver. Only test results submitted to the District within 72 hours of the test administration date will be deemed compliant with the testing requirement. Test result reports should include the name and location of the testing laboratory or provider facility, the name of the person tested, the date the sample was collected, and the test result. Please note: Home-based testing and results obtained outside of the above listed types of facilities are not considered adequate proof of a test.

Weekly testing results along with proof of vaccination shall be maintained by the District as confidential employee medical information and only disclosed to District staff on a need to know basis.

Compliance and Discipline

District employees who fail to comply with the above provisions will not be permitted to report to work or to enter into any school building or District facility. In addition, failure to produce proof of vaccination or weekly testing results will render New Milford Public School employees ineligible for continued employment with the District. Accordingly, such employees may be subject to discipline, up to and including termination of employment. Any District employee who knowingly provides false or misleading information to the District regarding his or her vaccination status, eligibility or qualification to receive the vaccine, and/or in connection with a request for a reasonable accommodation, will be subject to discipline, up to and including termination of employment.

Personnel

COVID-19 Staff Vaccination

Employees who are subject to testing due to not being fully vaccinated will not be permitted to report to work or to enter into any school building or District facility unless the most recent test result provided is “negative” or indicate that virus material is “not detected”. Results provided as “inconclusive” are not considered negative results and as such require retesting. If an individual receives an inconclusive result and cannot be retested and provide a negative result within 7 days of their last negative test, then that individual should be excluded from on-site work until they can provide a negative test result.

Confidentiality of Medical Information

District employee vaccination information, weekly testing results and other medical information will be kept confidential as required by law. The District will maintain the confidentiality of such information to the most reasonable extent possible, in compliance with applicable laws and regulations, including but not limited to the Americans with Disabilities Act and Title VII of the Civil Rights Act, as may be applicable. If necessary, medical information may be shared in limited circumstances and subject to appropriate controls to those persons who have a legitimate need to know including but not limited to District administration, first aid and safety personnel, and government officials, as required by law or other relevant guidance.

District Contractors

Vaccination: On and after September 27, 2021, contractors must 1) authenticate the vaccination status of its contract workers, 2) maintain documentation of vaccination or exemption of such contract workers, and 3) provide such documentation upon request and report compliance to the District upon request in a form and manner directed by the Department of Public Health.

Testing: On and after September 27, 2021, contractors must 1) implement a policy that requires their contract workers who have not demonstrated proof of full vaccination to submit to COVID-19 testing not less than once per week on an ongoing basis until fully vaccinated and 2) provide adequate proof of the results of the testing on a weekly basis to the District, in a form and manner prescribed by the Department of Public Health. The Department of Public Health may promulgate a policy and procedures for limited-duration waivers of the testing requirements contained herein.

LEGAL REFERENCES

Governor Lamont’s Executive Order # 13G, dated September 10 ~~August 19~~, 2021

Frequently Asked Questions Regarding Vaccinations for Covered Workers in Schools, Connecticut State Department of Education Guidance dated August 25, 2021

Personnel

COVID-19 Staff Vaccination

LEGAL REFERENCES (cont.)

Implementation Guidance for Executive Order 13G, Connecticut State Department of Public Health, dated September 17, 2021

Jacobson v. Massachusetts, 197 U.S. 11 (1905)

What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws, Equal Employment Opportunity Commission (December 16, 2020)

42 U.S.C. 2000ff, Genetic Information Nondiscrimination Act of 2008

42 U.S.C. 2000e, *et seq.*, Title VII of the Civil Rights Act of 1964, as amended

42 U.S.C. 12101, *et seq.*, Americans with Disabilities Act of 1990, as amended

Cf. Connecticut General Statutes §10-210

Cf. Connecticut General Statutes §10-204a

Policy adopted: September 21, 2021

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

NEW MILFORD PUBLIC SCHOOLS
BOE POLICY 4300
APPENDIX A
DECLARATION ATTESTING TO THE AUTHENTICITY OF AN
INDIVIDUAL'S COVID-19 VACCINATION RECORD

COVID-19 Vaccination Record Declaration

Pursuant to Executive Order No. 13G, all District employees ("covered workers"), and any contract workers who work in District schools on more than a one-time or limited duration basis must be fully vaccinated for COVID-19, partially vaccinated with one dose of a two-dose COVID-19 vaccine regimen and have a scheduled second dose appointment, prior to September 27, 2021; or be exempted from the vaccine requirement for reasons of medical contraindication or firmly held religious or spiritual belief. Individuals submitting a copy of an official CDC Vaccination Card or any other record as stipulated in Executive Order No. 13G to verify their vaccine status must also include a declaration attesting to the authenticity of that documentation.

If you are using an electronic or paper copy of a CDC Vaccination Card or other official record to verify your vaccine status, please complete this declaration form and submit it to the individual(s) designated by the facility to receive these forms.

Name: _____ Date of Birth: _____

Job Title: _____ Employee Number: _____

Manager/Supervisor: _____

Email: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

You can submit your information to hr@newmilfordps.org. Please include proof of vaccination. Even if you are only partially vaccinated, please include that information as well.

Your signature below indicates agreement with the following statement:

I declare and attest that the attached official record is a copy of my personal vaccination record and that the information included in that document is true and accurate, to the best of my knowledge. I understand that the submission of false information to a covered state agency, school board, child care facility, the State of Connecticut or its agents or representatives is punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than \$2,000 or imprisonment of not more than one year. I understand that it is a crime under federal law to use, buy, sell, or transfer a CDC vaccination card knowing that it is fraudulent. A violation of this federal law is punishable by a fine or imprisonment of up to five years. 18 U.S.C. SEC. 1017;

Employee Signature

Date

NEW MILFORD PUBLIC SCHOOLS
BOE POLICY 4300
APPENDIX B
MEDICAL/DISABILITY VACCINATION EXEMPTION FORM

Pursuant to Executive Order No. 13G, School Boards may exempt an individual from the Board’s COVID-19 vaccination requirement if the individuals’ physician (MD or DO), physician assistant (PA), or advanced practice registered nurse (APRN) determines that administration of the COVID-19 vaccine is likely to be detrimental to the individual’s health. In such cases, the Board may allow the individual to continue to access on-site facilities if the individual:

1. Is able to perform their essential functions with a reasonable accommodation that is not an undue burden to on the facility;
2. does not pose a direct threat to the health or welfare of others; and
3. submits adequate proof of a negative test for SARS-CoV-2 on a weekly basis

To request a medical and/or disability-based exemption and/or accommodation related to the Board’s COVID-19 mandatory vaccination policy, please complete Part 1 and Part 2 of this form, have your physician, physician’s assistant or advanced practice registered nurse complete Part 3, and return this fully completed form to **Human Resources Office, attention Catherine Gabianelli**. This information will be used by the Board to determine whether you are eligible for a medical and/or disability-based exemption and/or accommodation, and if so, to determine the reasonable accommodation(s) which can be provided that would enable you to perform the essential functions of your position without posing a threat to the health and safety of others in the workplace. If you refuse to provide such information, your refusal may impact the Board’s ability to adequately respond to your request or to effectively identify possible accommodations, which could lead to suspension or termination of employment in the event that you refuse to be vaccinated.

Please note, submitting this request does not guarantee approval of the exemption. All exemption and/or accommodation requests shall be considered on a case-by-case basis. You will be notified in writing if your request for exemption and/or accommodation has been granted.

Part 1 – To be Completed by Employee:

Name: _____ Date of Birth: _____

Job Title: _____ Employee Number: _____

Manager/Supervisor: _____

Email: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

Initial next to all of the statements below indicating that you have read and understand each statement:

| | |
|--|--|
| | I am aware that COVID-19 is a highly contagious respiratory virus that can cause long-term medical issues up to and including death. I am aware of the risks and benefits of the COVID-19 vaccine. I request exemption from immunization requirements for the reason(s) described by my healthcare provider in part 2 of this form. I understand the risks of non-immunization and I accept full responsibility for my health, thus removing liability from the District for workplace exposure to COVID-19. |
| | I understand and agree that if my request for exemption from the COVID-19 vaccination requirement is granted that I will be required to obtain and submit to the District weekly COVID-19 testing results in accordance with Board Policy # 4300 and any other applicable District protocols. Such testing shall be at my own cost unless the testing must be undertaken as part of a reasonable accommodation. |
| | I understand and agree to comply with and abide by all Board and/or District COVID-19 workplace policies, procedures, and protocols as they may be amended from time to time, including additional precautions that may be required as a result of my exemption. |
| | I understand that the District is not required to provide workplace accommodations if doing so would pose a direct threat to myself or others in the workplace or would impose an undue hardship on the District. |
| | Should I be exposed to or contract COVID-19, I will immediately report it to the administration and comply with the isolation and quarantine procedures as directed. |

Please review the following acknowledgement and sign and date in the space provided below.

ACKNOWLEDGEMENT

I hereby certify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action, up to and including termination.

I also understand that my request for an accommodation may not be granted if it is not reasonable, if it poses a direct threat to the health and/or safety of others in the workplace and/or to me, or if it creates an undue hardship on the Board.

By completing this form, I am declaring that my medical provider has informed me that it is not medically advisable for me to receive the COVID-19 vaccine. I acknowledge that if an exemption is approved, I may be reassigned to a different work location or job duties at the discretion of management (please note that reassignment is not guaranteed, and District needs will be considered at all times).

Printed Name: _____

Signature: _____

Date: _____

Part 2 – To be Completed by Employee:

Name: _____

Job Title: _____

I hereby authorize my medical provider(s) _____ to release the below information from my patient file to the New Milford Public Schools [“the District”] for the purpose of permitting the District to determine whether I should be exempted from the District’s mandatory COVID-19 vaccination policy and/or to determine whether I should be provided with any reasonable accommodations that do not impose an undue hardship on the District. I further consent to District employees and/or representatives of the District communicating with the above-named medical provider(s) in connection with my request for a medical exemption from the District’s mandatory COVID-19 vaccination requirement. I understand that such medical provider(s) is authorized to exchange with the District health/medical information related to my request for a medical and/or disability-based exemption from the COVID-19 vaccination requirement. I understand that this authorization will expire on June 30, 2022, unless I revoke this authorization at an earlier time by submitting written notice of the withdrawal of consent.

Employee Signature

Date

Part 3 – To Be Completed by Employee’s Physician, Physician’s Assistant or Advanced Practice Registered Nurse

Patient Name: _____

Attention Medical Provider:

The above-named individual has requested a medical exemption from COVID-19 vaccination as required by their employer under the Governor’s Executive Order No. 13G. This request for exemption will be evaluated based on the medical information you provide. A medical exemption is allowed only for currently recognized contraindications or other compelling medical reasons.

The New Milford Public Schools requires a COVID-19 vaccination as a condition of employment. The above-named employee is requesting an exemption from this vaccination requirement under the Governor’s Executive Order No. 13G. A medical exemption is allowed only for currently recognized contraindications or other compelling medical reasons.

Please complete this form if the person listed above seeking a medical exemption is your patient, you agree that this patient has medical contraindications to receiving all currently available COVID-19 vaccines, and you recommend that this patient should NOT be vaccinated for COVID-19 based on their individual medical condition(s). More information on clinical considerations for COVID-19 vaccination, including contraindications, can be found on the CDC website: <https://www.cdc.gov/vaccines/covid19/clinical-considerations/covid-19-vaccines-us.html>.

Please complete the form below to enable the District to determine whether the above-named employee should be exempted from the COVID-19 vaccination requirements and/or if the above-named employee should be provided with any additional accommodations that do not impose an undue hardship on the Board. Should you have any questions, please contact New Milford Public Schools Human Resources Director Catherine Gabianelli at 860-210-2200. Thank you.

Directions:

Part 1. Please complete the Provider Information requested.

Part 2. Please mark the currently recognized contraindications/precautions that apply to this patient (indicate all that apply).

Part 3. If no contraindications or precautions apply in Part 2 but you are still indicating a need for medical exemption from COVID-19 vaccination for this patient, provide a brief explanation of your reasoning for this opinion.

Part 4. Read, sign, and date the Statement of Clinical Opinion.

Patient Name: _____

Part 1. Provider Information:

Physician (MD or DO)/Physician Assistant/Nurse Practitioner (APRN) Name (print):

Name and Address of Practice:

Contact Phone Number: _____ Email: _____

State License Number: _____

Part 2. Specific Contraindications Medical contraindications

As per the Connecticut Department of Public Health, *Implementation Guidance for Executive Order No. 13G* (September 17, 2021), medical contraindications and precautions for COVID-19 vaccine are based upon the Advisory Committee on Immunization Practices (ACIP) Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States, published by the Centers for Disease Control and Prevention.

A **contraindication** is a condition in a recipient that increases the risk for a serious vaccine adverse event (VAE) or compromises the ability of the vaccine to produce immunity.

A **precaution** is a condition in a recipient that might increase the risk for a serious VAE or that might compromise the ability of the vaccine to produce immunity. Under normal conditions, vaccinations are deferred when a precaution is self-limiting, but can be administered if the precaution condition improves.

Neither contraindications nor precautions to COVID-19 vaccination

Allergic reactions (including severe allergic reactions) not related to vaccines (COVID-19 or other vaccines) or injectable therapies, such as allergic reactions related to food, pet, venom, or environmental allergies, or allergies to oral medications (including the oral equivalents of injectable medications), are **not** a contraindication or precaution to COVID-19 vaccination. The vial stoppers of COVID-19 vaccines are not made with natural rubber latex, and there is no contraindication or precaution to vaccination for people with a latex allergy. In addition, because the COVID-19 vaccines do not contain eggs or gelatin, people with allergies to these substances do not have a contraindication or precaution to vaccination.

Delayed-onset local reactions have been reported after mRNA vaccination in some individuals beginning a few days through the second week after the first dose and are sometimes quite large. People with only a delayed-onset local reaction (e.g., erythema, induration, pruritus) around the injection site area after the first vaccine dose do **not** have a contraindication or precaution to the second dose. These individuals should receive the second dose using the same vaccine product as the first dose at the recommended interval, preferably in the opposite arm.

Please mark the vaccine(s), exemption duration, and all contraindications/precautions that apply to this patient for each vaccine.

CDC Recognized Contraindications and Precautions

| COVID-19 Vaccines included in exemption | Exemption Duration | ACIP Contraindications and Precautions (Check all that apply) |
|---|---|---|
| <input type="checkbox"/> Pfizer mRNA vaccine <input type="checkbox"/> Moderna mRNA vaccine <input type="checkbox"/> Janssen/ J&J viral vector vaccine | <input type="checkbox"/> Temporary through: _____ / _____ mm/ yyyy <input type="checkbox"/> Permanent | <p>Contraindications</p> <input type="checkbox"/> Severe allergic reaction* (e.g., anaphylaxis) after a previous dose or to a component of the COVID-19 vaccine <input type="checkbox"/> Immediate allergic reaction* of any severity to a previous dose or known (diagnosed) allergy to a component of the COVID-19 vaccine <p>Precautions</p> <input type="checkbox"/> History of an immediate allergic reaction* to any vaccine other than COVID-19 vaccine <input type="checkbox"/> History of an immediate allergic reaction* to any injectable therapy (i.e., intramuscular, intravenous, or subcutaneous vaccines or therapies [excluding subcutaneous immunotherapy for allergies, i.e., “allergy shots”]) <input type="checkbox"/> History of an immediate allergic reaction* to a vaccine or injectable therapy that contains multiple components, one or more of which is a component of a COVID-19 vaccine, have a precaution to vaccination with that COVID-19 vaccine, even if it is unknown which component elicited the allergic reaction |

* Immediate allergic reaction to a vaccine or medication is defined as any hypersensitivity-related signs or symptoms consistent with urticaria, angioedema, respiratory distress (e.g., wheezing, stridor), or anaphylaxis that occur within four hours following administration.

Patient Name: _____

Part 3. Other Medical Condition Necessitating Exemption

If claiming the need for a medical exemption from COVID-19 vaccination for this patient based on a condition that does not meet any of the ACIP criteria for a contraindication or precaution listed in Part 2, provide an explanation of your reasoning for this opinion below.

The employee named above is able to implement the following measures as an accommodation: wearing a face mask regardless of whether there is a state- or municipal -imposed mask mandate, working at a social distance from co-workers and students, working a modified shift, accepting a reassignment, participating in contact tracing, quarantining, and/or abiding by restricted access to facilities.

- Yes to all
- No to all or the following measure(s): _____

If you checked “No to all or the following measure(s),” please (1) explain the medical basis for the objection to the proposed accommodation measure(s) and (2) propose alternative measures:

PROVIDER CERTIFICATION: In accord with the legal requirements of Executive Order 13G, I certify that the above-named individual should be granted a medical exemption from COVID-19 vaccination because I have reviewed the clinical considerations for COVID-19 vaccination and accordingly have determined that the administration of a COVID-19 vaccine would be detrimental to the individual’s health. I understand that it is a crime under Connecticut State law to provide false information in response to the provisions of this Executive Order, punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than \$2,000 or imprisonment of not more than one year.

Signature: _____ Date: _____

NEW MILFORD PUBLIC SCHOOLS
BOE POLICY 4300
APPENDIX C
RELIGIOUS OR SPIRITUAL BELIEF
VACCINATION EXEMPTION FORM

Pursuant to Executive Order No. 13G, Covered State Agencies, School Boards, or Child Care Facilities may exempt an individual from the facility's COVID-19 vaccination requirement if an individual objects to the vaccination based on sincerely held religious or spiritual beliefs and practices. In such cases, the facility may allow the individual to continue to perform their job functions if the individual:

1. is able to perform their essential job functions with a reasonable accommodation that is not an undue burden on the facility,
2. does not pose a direct threat to the health or welfare of others, and
3. submits adequate proof of a negative test for SARS-CoV-2 on a weekly basis

A "sincerely held religious or spiritual belief":

- should be more than a social, economic, or political philosophy; and
- need not be tied to a specific religious organization, but should relate to a belief system that is comprehensive and addresses fundamental and/or ultimate questions.

To request a sincerely held religious or spiritual belief-based exemption to the Board's COVID-19 mandatory vaccination policy, please provide the information requested and return this fully completed form (Parts 1, 2 and 3) to **Human Resources Office, attention Catherine Gabianelli**, so that the District may evaluate your request for an exemption. If you refuse to provide such information, your refusal may impact the District's ability to adequately respond to your request or to effectively identify possible accommodations, which could lead to suspension or termination of employment in the event that you refuse to be vaccinated.

Please note, submitting this request does not guarantee approval of the exemption. You will be notified in writing if the exemption has been granted. If the information provided does not support that an exemption should be granted then you will need to be vaccinated against COVID-19 or obtain COVID-19 testing and provide the results of such testing to the District on a weekly basis.

Part 1 – Employee Acknowledgements

Name: _____ Date of Birth: _____

Job Title: _____ Employee Number: _____

Manager/Supervisor: _____

Email: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

Initial next to all of the statements below indicating that you have read and understand each statement:

| | |
|--|---|
| | I am aware that COVID-19 is a highly contagious respiratory virus that can cause long-term medical issues up to and including death. I am aware of the risks and benefits of the COVID-19 vaccine. I understand the risks of non-immunization and I accept full responsibility for my health, thus removing liability from the District for workplace exposure to COVID-19. |
| | I understand and agree that if my request for exemption from the COVID-19 vaccination requirement is granted that I will be required to obtain and submit to the District weekly COVID-19 testing results in accordance with Board Policy # 4300 and any other applicable District protocols. Such testing shall be at my own cost unless the testing must be undertaken as part of a reasonable accommodation. |
| | I understand and agree to comply with and abide by all Board and/or District COVID-19 workplace policies, procedures, and protocols as they may be amended from time to time, including additional precautions that may be required as a result of my exemption. |
| | I understand that the District is not required to provide workplace accommodations if doing so would pose a direct threat to myself or others in the workplace or would impose an undue hardship on the District. |
| | Should I be exposed to or contract COVID-19, I will immediately report it to the administration and comply with the isolation and quarantine procedures as directed. |

Part 2 – Religious or Spiritual Beliefs

For consideration of exemption from the Board’s COVID-19 immunization policy please fully answer the following questions. At any time, the District reserves the right to request additional supporting documentation or other information as it deems necessary in its sole discretion.

1. Please describe the religious beliefs that are the basis for your request for religious accommodation from the COVID-19 vaccine:

2. Do your religious beliefs lead to you to object to:

- | | | | |
|----|-------------------------------|-----------|----------|
| a. | All medical treatment | _____ yes | _____ no |
| b. | All vaccinations | _____ yes | _____ no |
| c. | Only the COVID-19 Vaccination | _____ yes | _____ no |

3. Explain how your sincerely held religious belief, practice or observance conflicts with the COVID-19 vaccination requirement. If you are not opposed to all vaccinations, but only the COVID-19 vaccination, please explain how your religious beliefs prevent you from only receiving the COVID-19 vaccine.

4. Have you received immunizations in the past? _____ Yes or _____ No

If yes to the previous question, please provide an explanation detailing any changes in your religion, belief, or observance that have occurred since your last immunization, or the reason(s) that you believe your religion, belief, or observance prevents you from receiving the COVID-19 vaccine:

Part 3 – Employee Acknowledgment

Please review the following acknowledgement and sign and date in the space provided below.

I hereby certify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action, up to and including termination.

I also understand that my request for an accommodation may not be granted if it is not reasonable, if it poses a direct threat to the health and/or safety of others in the workplace and/or to me, or if it creates an undue hardship on the District.

By completing this form, I am declaring that my sincerely held religious or spiritual belief prevents me from accepting the COVID-19 vaccine. I acknowledge that if an exemption is approved, I may be reassigned to a different work location or job duties at the discretion of management (please note that reassignment is not guaranteed, and District needs will be considered at all times).

By signing this form, you certify that the information you have provided in connection with this request is accurate and complete as of the date of submission. You understand this exemption may be revoked and you may be subject to disciplinary action if any of the information you provided in support of this exemption is false. You further acknowledge that if your request is approved, you will receive a religious or spiritual exemption from receiving the COVID-19 vaccine and will be required to comply with the testing requirement set out in Executive Order No. 13G. You also acknowledge that you have read the CDC Covid-19 Vaccine Information, which can be found via the link provided here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>. You also certify that you understand that it is a crime under Connecticut State law to provide false information in response to the provisions of this Executive Order, punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than \$2,000 or imprisonment of not more than one year.

Printed Name: _____

Signature: _____

Date: _____

NEW MILFORD PUBLIC SCHOOLS
BOE POLICY 4300
APPENDIX D
DECLARATION ATTESTING TO THE AUTHENTICITY OF AN
INDIVIDUAL'S COVID-19 TESTING RESULTS

COVID-19 Test Results Declaration

Pursuant to Executive Order No. 13G, all District employees ("covered workers"), and any contract workers who work in District schools on more than a one-time or limited duration basis who are not fully vaccinated against COVID-19 by September 27, 2021, and who cannot provide documented proof of COVID-19 infection in the prior 90 days, are required to submit "adequate proof of the results" of COVID-19 testing to the District on a weekly basis. Individuals submitting test results to the District must submit a copy of this declaration of authenticity form along with their test results.

Please fill out the information below and submit this form in the same manner as your weekly test results.

Name: _____ Test Date: _____

Job Title: _____ Employee Number: _____

Manager/Supervisor: _____

Email: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

You can submit your information to hr@newmilfordps.org.

Your signature below indicates agreement with the following statement:

I declare and attest that the attached SARS-CoV-2 test results report was collected on the Test Date listed above and complies with all of the conditions required in Section III (Reporting Requirements) of the Implementation Guidance for Executive Order No. 13G. I attest that the information included in the test results report is true, to the best of my knowledge. I understand that the submission of false information to a covered state agency, the State of Connecticut or its agents or representatives is punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than \$2,000 or imprisonment of not more than one year.

Employee Signature: _____

Date: _____

NEW MILFORD PUBLIC SCHOOLS
BOE POLICY 4300
APPENDIX E
TEMPORARY WAIVER FROM WEEKLY COVID-19 TESTING
REQUIREMENT ON THE BASIS OF PRIOR INFECTION

COVID-19 Test Results Declaration

Pursuant to Executive Order No. 13G, all District employees, and any contract workers who work in District schools on more than a one-time or limited duration basis who are not fully vaccinated against COVID-19 by September 27, 2021, and who cannot provide documented proof of COVID-19 infection in the prior 90 days, are required to submit “adequate proof of the results” of COVID-19 testing to the District on a weekly basis. Exempted from this requirement are District employees who have experienced a documented COVID-19 infection within the past 90 calendar days. This is because some components of viral RNA may remain present in a COVID-19 recovered person’s body for up to 90 days, and as a result cause a person to test positive for SARS-CoV-2 even when they are not actively infected (i.e., false positives). Individuals who are experiencing symptoms of COVID-19 who have been infected in the prior 90 days should consult with their healthcare provider regarding the utility of SARS-CoV-2 testing.

To request a waiver on the basis of prior COVID-19 infection, please have your healthcare provider complete the information starting on page 2. You and your healthcare provider must attest to the accuracy of the information provided. Once the form is completed, please submit it to Human Resources Director Catherine Gabianelli.

EMPLOYEE INFORMATION

Please fill out the information below and submit the remainder of this form to your healthcare provider:

Name: _____

Job Title: _____ Employee Number: _____

Manager/Supervisor: _____

Email: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

HEALTHCARE PROVIDER CERTIFICATION

Patient Name: _____

Dear Healthcare Provider:

The above-named individual has requested to be temporarily excused from SARS-CoV-2 testing, as required by their employer under the Governor's Executive Order No. 13G, on the basis of having had COVID-19 within the prior 90 days. This request for a temporary waiver will be evaluated based on the information you provide.

Please complete this form if the person listed above seeking a temporary waiver from SARS-CoV-2 testing is your patient and you can positively attest that this patient had COVID-19 at some point in the prior 90 days. More information on recommendations for SARS-CoV-2 testing, including under what conditions testing is or is not recommended, can be found on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing-overview.html>.

DIRECTIONS:

Part 1. Please complete the Provider Information requested.

Part 2. Please mark the applicable basis for your recommendation for a temporary waiver for this patient, and the date of diagnosis and applicable date of expiration of the waiver.

Part 3. Read, sign, and date the Statement of Clinical Opinion.

Part 1. Provider Information:

Physician (MD or DO)/Physician Assistant/Nurse Practitioner (APRN) Name (print):

Name and Address of Practice:

Contact Phone Number: _____ Email: _____

State License Number: _____

Patient Name: _____

Part 2. Basis of Verification of Patient’s Current or Prior COVID-19 Status:

In this section, indicate the basis on which you can affirmatively verify that the individual requesting this temporary waiver has had an active SARS-CoV-2 infection within the prior 90 days.

Please check off any of the following that apply:

- I have verified that this individual had a positive test for SARS-CoV-2 performed by, and the result reported by, a state licensed clinical laboratory, pharmacy-based testing provider, or other appropriate healthcare provider facility within the prior 90 days
- I had diagnosed this individual with COVID-19 within the prior 90 days based on his or her symptom presentation and history of close contact with another COVID-19 case
- I had diagnosed this individual with COVID-19 within the prior 90 days on some other clinical basis

(must specify below):

Date of COVID-19 diagnosis: _____

Date of Waiver Expiration: _____ (90 days after date listed above)

Part 3: Statement of Clinical Opinion:

Your signature below indicates agreement with the following statement:

PROVIDER CERTIFICATION: In accord with the legal requirements of Executive Order 13G, I certify that the above-named individual should be granted a temporary waiver from SARS-CoV-2 testing based on their having had COVID-19 within the prior 90 days. I understand that it is a crime under Connecticut State law to provide false information in response to the provisions of this Executive Order, punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than \$2,000 or imprisonment of not more than one year.

Signature: _____ Date: _____

FOR APPROVAL

COMMENTARY: On August 19, 2021, Governor Lamont issued Executive Order #13D which mandated that all Connecticut school employers implement a policy that requires that non-exempt school employees receive at least their first COVID-19 vaccination shot by September 27, 2021. On September 10, 2021, Executive Order #13D was repealed and replaced by Executive Order #13G which imposes the same vaccination requirement but provides that existing school employees can elect to undergo weekly COVID-19 testing in-lieu of vaccination.

Executive Order #13G does not impose any vaccination or testing requirements on school volunteers. The Board therefore has discretion to impose such requirements if it so chooses. The text added below would impose a vaccination or weekly testing option. The Board could opt for a testing only approach for volunteers rather than vaccination if it so chooses.

1212(a)

Community Relations

School Volunteers

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender," as defined by Connecticut General Statutes §54-250, "Registration of Sexual Offenders" shall be used.

Only persons who have been fully vaccinated against COVID-19 or produce proof of negative COVID-19 test results in connection with a COVID-19 test undertaken no longer than 48 hours prior to the commencement of the volunteer assignment shall be eligible to serve as volunteers in the New Milford Public Schools.

Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

Community Relations

School Volunteers

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. **Persons Not Allowed to Serve as Volunteers.** No person who has a criminal record of any felony conviction may serve as a volunteer. Criminal background checks shall be required of all prospective volunteers. Every time a new list of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list. **In addition, persons who are not fully vaccinated against COVID-19 or who fail to submit negative COVID-19 test results as set forth in this policy shall not be permitted to serve as volunteers.**
3. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.
6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon; the volunteer may proceed to the assigned activity.
A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.
7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Community Relations

School Volunteers

COVID-19 Vaccination or Negative Testing Option

All New Milford Public Schools' volunteers must be fully vaccinated against COVID-19 or produce proof of negative COVID-19 test results in connection with a COVID-19 test undertaken no longer than 48 hours prior to the commencement of the volunteer assignment. For purposes of this policy, "fully vaccinated" means that at least 14 days have elapsed since a person has received the final dose of a vaccine approved for use against COVID-19 by the U.S. Food and Drug Administration, or as otherwise defined by the Centers for Disease Control.

Prospective volunteers may demonstrate proof of vaccination by providing one of the following to the **[FILL IN APPROPRIATE OFFICE/CONTACT PERSON]**:

1. A CDC COVID-19 Vaccination Record Card or photo of the Vaccination Record Card;
2. Documentation from a health care provider or electronic health care records; or
3. State Immunization Information Record, or
4. Other documentation prescribed by the Connecticut Commissioner of Public Health.

Personal attestation will not be accepted as an acceptable form of proof of a COVID vaccination.

Otherwise eligible individuals who are not fully vaccinated against COVID-19 may be permitted to serve as volunteers within the New Milford Public Schools if they provide proof of negative COVID-19 test results in connection with a COVID-19 test undertaken no longer than 48 hours prior to the commencement of the volunteer assignment. For purposes of this policy Molecular/PCR or Antigen COVID-19 test results will be accepted but only so long as such tests are verifiable through a third party (i.e. rapid Antigen home testing results are not acceptable).

Approved volunteers who are not fully vaccinated must undergo and provide proof of negative COVID-19 testing results on a weekly basis for any volunteer assignment that is longer than a week in duration.

All volunteer and prospective volunteer testing information should be submitted in hard copy form to **[FILL IN APPROPRIATE OFFICE/CONTACT PERSON]**. Absent extraordinary circumstances the District shall not reimburse a volunteer or prospective volunteer for the cost of COVID-19 testing.

Community Relations

School Volunteers

Legal Reference: Connecticut General Statutes
10-4g Programs to encourage participation in the educational process
10-28b School Volunteers
10-235 Indemnification of teachers, board members, employees and certain
volunteers and students in damage suits; expenses of litigation.

Policy adopted: May 7, 2001
Policy revised: June 9, 2009
Policy reviewed: October 15, 2013
Policy reviewed: November 6, 2018

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

4. Other documentation prescribed by the Connecticut Commissioner of Public Health.

If you are not fully vaccinated against COVID-19 please provide a copy of negative COVID-19 test results in connection with a COVID-19 test undertaken no longer than 48 hours prior to the commencement of the volunteer assignment.

Waiver of Liability

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore, the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

By my signature below:

1. I acknowledge that the School District does not provide insurance coverage for me for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
2. I agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of my supervised or unsupervised service to the School District. I agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.
3. I authorize the New Milford Public Schools to make an independent review of only criminal or police records for the purpose of approving my request to volunteer to work with students in the district. I understand that there will be no cost for the background review and that the personal information required to conduct the background review (social security number and birth date) as well as the results of the review will not be retained by the school district.

Date: _____ Signature of Volunteer: _____
Printed Name of Volunteer _____

For School Use Only

General description of assignment(s):

- supervising students as needed by a teacher
 - supervising students during a regularly scheduled activity
 - assisting with academic programs
 - assisting at the resource center or main office
- other _____

Name of supervising staff member: _____

“Sex offender list” checked by _____ on _____ (mandatory).

The date on which the criminal background check was received and reviewed. _____

Reviewed by: _____

Signature Date

FOR SECOND 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
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FOR SECOND 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

FOR SECOND 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

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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

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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;

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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

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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

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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

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:

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

PROPOSED START AND END DATE OF FUNDRAISER: _____

FUNDRAISING TARGET \$ _____

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.

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: _____

Crowdfunding Campaign Proposal

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

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

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

Monetary target for crowdfunding campaign (if applicable):

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

Items/supplies being sought through crowdfunding campaign:

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:

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

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

Anticipated start date for crowdfunding campaign: _____ End date: _____

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: _____

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 _____

Designated Administrator Review

Approved

Denied

More Information Needed:

Explanation: _____

Administrator's Signature: _____

Date: _____

FOR SECOND 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 SECOND 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

FOR SECOND REVIEW

COMMENTARY: This is an optional policy that sets out a structured procedure for the consideration and approval of new proposed sports programs. If the Board wanted, this framework, or an alternate framework, could be expanded more broadly to apply to all proposed extracurricular activities. The October 1st date cited below is more or less an arbitrary date that could be moved as the Board deems fit. The procedures set forth below are also subject to adjustment as may be appropriate.

6145.3(a)

Development or Expansion of Athletic Programs

New Program Implementation

The Board of Education recognizes that the needs and interests of students may foster support for new athletic activities. Students, staff, parents or community members may recommend the development or expansion of a new athletic program not currently available by submitting a written proposal to the Athletic Director or the Superintendent. All proposals must include a proposed faculty advisor/coach, list the details of the proposed activity and provide an analysis of the factors listed below. Proposals for such new or expanded programs must be received by October 1st each year for consideration in the following year's budget.

The Athletic Director shall review and present such proposals to the Board along with his or her recommendation with respect to the proposal in light of the factors identified below. The Superintendent and applicable building principal shall also give their recommendations with respect to the proposed new athletic activity to the Board. Recommendation for the implementation of a new or expanded athletic activity may be carried out through the annual budget process before the Board.

All new sports programs will be designated to begin as either a freshman or junior varsity sports activity. A new sports program must first be conducted for at least one sports season (as an intramural or club program) before it is eligible to become a regular athletic activity. At the conclusion of an initial season for a new sports program

The Athletic Director, Superintendent and applicable building principal shall prepare a written evaluation of any new sports programs at the conclusion of its initial season and forward such evaluation along with a recommendation for the continued offering of the program to the Board for action in the context of the next budget cycle.

Development or Expansion of Athletic Programs

New Program Implementation

The Board, Athletic Director, Superintendent and applicable building principal shall consider the following factors below in considering whether to approve a new sport or athletic activity or to expand the scope of any existing sport or athletic activity:

- Demonstrated interest in the new or existing sport or program;
- Availability of local, same-level competition;
- Sustainability of student participation over time;
- Availability of practice and game facilities and space;
- Availability of staff, including quality coaches and trainers;
- Availability of adequate administrative supervision;
- Anticipated costs for coaches, equipment, uniforms, possible travel, competitions, etc.
- Liability and safety risks and projected insurance costs;
- Compliance with Title IX and other applicable state and federal laws

Legal Reference: 20 U.S.C. § 1681, et seq. Title IX of the Education Amendments of 1972
34 CFR Section 106 Regulations implementing Title IX

Connecticut General Statutes: 10-149d Athletic directors. Definitions. Qualifications and hiring. Duties

Policy adopted: 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

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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

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