

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

POLICY SUB-COMMITTEE  
MEETING NOTICE

RECEIVED  
TOWN CLERK  
2021 DEC - 3 A 8 19

NEW MILFORD, CT

<b>DATE:</b>	December 7, 2021
<b>TIME:</b>	6:45 P.M.
<b>PLACE:</b>	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. Policies for Approval:

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. Discussion**

A. Policy for Review:

1. 5132 Dress and Grooming

**5. Public Comment**

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- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to

such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

## **6. Adjourn**

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

**Alternates: Wendy Faulenbach  
Brian McCauley**

## FOR APPROVAL

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

*Legal recommends deleting this policy in its entirety.*

**3270**

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

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

##### **Disposition**

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

##### **Rentals**

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

(cf. 1330 – Use of School Facilities)

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

## FOR APPROVAL

*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. Additional revisions from legal for December review in green.*

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. 3281 – 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 APPROVAL

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

**3281(a)**

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

#### **School Fundraisers**

##### **Fundraising**

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

##### **Definitions**

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

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

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

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

### **School Fundraisers**

#### **Board Property**

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

#### **Fundraising Campaign Requests**

##### Written Request Requirements

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

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

Fundraising campaign request forms must include the following:

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

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

### **School Fundraisers**

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

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

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

### Review of Fundraising Campaign Requests by Designated Administrators

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

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



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

### **School Fundraisers**

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

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

### **School Fundraisers**

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

### **Prohibited Fundraising Campaign Activity**

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

Approved fundraising campaigns must not:

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

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

### **School Fundraisers**

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

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

### **Employee Requirements**

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

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

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

### **School Fundraisers**

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

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

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

### **Approved Campaigns**

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

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

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

### **Crowdfunding Campaigns**

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

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

### **School Fundraisers**

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

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

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

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

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

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

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

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

### **School Fundraisers**

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

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

### **Sale of Merchandise**

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

### **Delegation of Responsibility**

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

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

34 CFR 99.1-99.67

Connecticut General Statutes

§ 7-479 Conflicts of Interest

Regulations of Conn. State Agencies

**Business/Non-Instructional Operations**

**School Fundraisers**

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

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

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

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

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut

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

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

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

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

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

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

FUNDRAISING ACTIVITY: (PLEASE CHECK ONE)

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

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

NOTE\* RAFFLES OR GAMES OF CHANCE ARE NOT PERMITTED

DETAILS OF PROPOSED FUNDRAISING ACTIVITY:

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

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

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: \_\_\_\_\_



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXPENSES (If Any) INCURRED TO RUN EVENT:

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

(Please Describe & Itemize)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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**Requesting Employee/Eligible Organization**

*Individual Employee Request*

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

*Eligible Organization Request*

Organization Name: \_\_\_\_\_

Member #1 Name: \_\_\_\_\_

Member #1 Email: \_\_\_\_\_

Member #1 Phone: \_\_\_\_\_

Member #2 Name: \_\_\_\_\_

Member #2 Email: \_\_\_\_\_

Member #2 Phone: \_\_\_\_\_

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**Crowdfunding Campaign Proposal**

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

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

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

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Monetary target for crowdfunding campaign (if applicable):

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

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Items/supplies being sought through crowdfunding campaign:

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

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

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

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

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### **Employee Acknowledgement**

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

#### *Individual Employee Request*

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

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

#### *Eligible Organization Request*

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

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

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### **Designated Administrator Review**

Approved

Denied

More Information Needed:

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

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

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

**Crowdfunding Request for Technology Related Items**

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

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

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

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**Designated Administrator Review**

Approved

Denied

More Information Needed:

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

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

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



## FOR APPROVAL

*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 APPROVAL

*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 APPROVAL

*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



*Revised: 4/3/07*

## **GUIDELINES FOR EXTRA-CURRICULAR ACTIVITIES**

The Board of Education believes that not everything worth learning is learned in a classroom. Much that students and society value about education occurs outside of the classroom walls in extra-curricular or co-curricular activities. The Board of Education believes such activities are valuable and vital in educating our youth. As such, the Board of Education is committed to doing what it can, within resources available to it, to offer a range of activities - extra-curricular and co-curricular clubs or programs - that promote students' interest and involvement in their own education and in their own school.

In order to ensure that resources are in place to support such activities/clubs guidelines are set that allow the Superintendent and staff to respond to the always changing dynamics reflecting the needs and interests of students.

### Establishment of a New Activity

When teachers propose a new extra-curricular activity, they must first put their proposal in writing to their principal, stating simply the following information:

1. The name of the proposed activity.
2. The purpose for the activity.
3. The approximate number of students the activity will serve.
4. The approximate costs to the school system for the activity for the coming year.
5. An estimated cost associated with the activity for at least two ensuing years.
6. The approximate number of hours the activity would meet.
7. Any unusual other information pertinent to the activity, including whether or not a supervisor would require any special expertise or training to offer the activity, and any special travel or events associated with the activity.

The principal will review the proposal. If he/she endorses the activity, it will be brought forward to the Superintendent for approval.

If the Superintendent approves the activity, he/she may recommend it to the Board for approval. If it is approved by the Board the responsibility rests with the administration to provide a plan for adequate funding for the activity in subsequent budgets.

#### Elimination of an Activity

A principal may recommend deletion of an activity or suspension of an activity for a year if there appears to be lack of interest among students for that activity. If he/she recommends elimination of the activity, that recommendation should be put in writing to the Superintendent, who will inform the Board.

If an activity is eliminated, the responsibility rests with the administration to eliminate funding for that activity in ensuing budgets.

#### Substitution of an Activity for Another Activity

If in the judgment of a principal, when a request is received for a new activity and the requisite funding already exists in an activity that is being recommended for elimination, the principal may request in writing to the superintendent the substitution of the new activity for the old activity.

If the Superintendent approves, the request will be brought to the Board for approval. If the Board approves, then the inclusion of funds for the new program is the responsibility of the administration in subsequent budgets.

The Board reserves the right not to approve the new program.

#### Accepting Donations or Gifts to Fund New Activities

The Board of Education may accept gifts and donations to underwrite extra-curricular activities recommended to it by the administration, including gifts for the stipends that advisors for such activities would command.

However, such extra-curricular activities remain under the purview of the Superintendent or his/her designee. Supervision and evaluation of the club advisors are entirely conducted by New Milford school administration.

Groups making gifts and donations may be required by the Superintendent to also submit details of plans involving the activity they are funding that may require additional funds on the part of the school system or require additional gifts/donations on the part of the individuals/or groups underwriting the activity. The reason for such



a requirement is to ensure the school system and the Board of Education have adequate understanding of what resources are necessary to begin and to sustain the activity.

Petition to Re-evaluate the Amount of a Stipend

The NMEA may request the Superintendent re-evaluate the stipend associated with an approved activity without prejudice to other contract language if it can be shown that the activity has clearly changed significantly in its demands on its advisor(s).

Such a re-evaluation would include submission of documentation on the part of the advisor of the variables by which the activity was originally categorized (i.e. number of students served, travel required, expertise required, number of hours required for activity to be run well). The Superintendent may, upon study and verification of the data, recommend to the Board that the stipend associated with the activity be revised.

## **Students**

### **Dress and Grooming**

1. In order to promote a positive learning environment the Board of Education supports these standards for safe and appropriate student dress; nothing in this policy shall be intended to infringe upon students' freedom of expression or their religious beliefs.
  - a. Headwear: All headwear shall be removed prior to entering school and must be placed in the students' locker or where outer garments are stowed, for the entire school day.
  - b. Blouses/Shirts: Blouses/shirts should be constructed so that the tops of the shoulders are covered. Blouses/shirts will not allow exposure of any portion of the waist, hips, midriff or exposure of the chest.
  - c. Skirts/Shorts/Dresses/Pants: Skirts, shorts and dresses should have hemlines that are mid-thigh. With safety as our primary concern, pants should be worn to stay close to the waist; undergarments shall be completely covered.
  - d. Outdoor Garments: All outdoor garments will be placed in the students' locker immediately upon entering the school and will remain there for the entire school day.
  - e. Shoes: Safe footwear must be worn at all times.
  - f. Attire: Attire that displays indecent language, pictures or symbols that contain sexual references, or that advertise or encourage the use of drugs, tobacco products, alcoholic beverages are prohibited. Messages of violence or gang allegiance are prohibited. Pajamas, slippers and other lounging attire are not allowed.
  - g. Accessories: Students may not wear accessories that could cause injury to others or that are substantially or materially disruptive of the education process.
2. The school administration and faculty are responsible for the implementation of this policy. Exceptions to the above dress standards will be considered for medical reasons, special events and cultural beliefs or to promote school spirit as determined by the school principal or his/her designee.
3. When the above stated standards have not been met, any or all of the following will occur:
  - a. individual counseling;
  - b. sending the student home to change and return to school;
  - c. parental conferences;
  - d. suspension for insubordination (refusal to change and/or follow the directions of the administration/designee).

Legal Reference: Connecticut General Statute § 10-233 et seq.  
10-221f School Uniforms

Policy adopted: June 12, 2001  
Policy revised: June 24, 2004  
Policy revised: June 13, 2006  
Policy revised: June 12, 2007  
Policy revised: March 12, 2013

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut