

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776

POLICY SUB-COMMITTEE
MEETING NOTICE

RECEIVED
TOWN CLERK *MBP*
2024 MAR 28 P 2:30
NEW MILFORD, CT

DATE: April 2, 2024
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 Initial Review

1. 6200 Adult Education

4. Items of Information

1. 3240 R Administrative Regulations Regarding Tuition Fees
2. 3451 R Administrative Regulations Regarding Petty Cash Funds
3. 3453 R Administrative Regulations Regarding School Activity Accounts
4. 6162 R Administrative Regulations Regarding Requests for Reconsideration of Textbooks and Instructional Materials

5. Policy Review Scorecard: Audit Update

A Series Completed

1. 2000—Administration
2. 4000—Personnel
3. 5000—Students
4. 6000—Instruction

B. Series Completed Pending Approval of Policies at April Board of Education Meeting

1. 3000--Business

C. Work in Progress

1. 1325 Advertising and Promotion
2. Review of Series 9000—Board of Education (Bylaws)
3. Ongoing Legislative Updates from Shipman & Goodwin
4. Regulation Development for Some Deleted Policies

6. Public Comment

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7. Adjourn

**Sub-Committee Members: Leslie Sarich, Chairperson
Dean Barile
Tammy McInerney**

**Alternates: Sarah Herring
Brian McCauley**

Adult Education

The Board recognizes that education is a lifelong process. Therefore, the Board of Education shall establish and maintain a program of adult education classes. (or shall provide for participation in a program of adult classes for its adult residents through a cooperative arrangement with another school district or with a cooperating eligible entity or with a regional service center.) The adult education program shall be open to all residents over age 17, not attending any public or private elementary, middle or senior high school. A student who is under age 17 and a parent may attend adult education classes if the parent's request is approved by the Board. The program shall offer a variety of subjects to serve civic, cultural, vocational, and avocational needs of the community. Course offerings shall be determined by response to courses previously given and by newly arising needs and interests, subject to limitations of the plant, personnel and equipment. The District, as permitted by statute, shall determine the minimum number of weeks per semester the adult education program will operate. Certified counseling staff shall be provided to assist adult education program students with educational and career counseling.

A student enrolled in a District public school in a full-time program of study may enroll in an adult education activity provided the student receives the approval of the Principal of the school in which he/she is enrolled in a full-time program or such student is enrolled in an adult education activity as part of an alternative educational opportunity during a period of expulsion.

Classes shall be made available at fees to be established by the Board of Education. No tuition shall be charged for residents who enroll in adult classes for elementary (basic skills) and high school completion, Americanization and United States citizenship and English for adults with limited English proficiency. Other courses may be provided in any subject included in District schools, including adult literacy, parenting skills, and vocational education and any other subject or activity only when the number of interested adults is sufficient to form a class of proper size, and when a qualified teacher, adequate facilities and appropriate supervision can be made available. In addition, college preparatory classes may be offered for adults who have earned a high school diploma or its equivalent and require postsecondary developmental education that will enable such adults to enroll directly in a program of higher education, as defined in C.G.S. 10a-34, at an institution of higher education upon completion of such classes. A fee may/shall be charged for these classes.

The District shall grant an adult education diploma to those adult education program participants who have satisfactorily completed a minimum of twenty-six (26) adult education credits, of which not fewer than four shall be in English; not fewer than four in mathematics; not fewer than four in social studies, including one in American History and at least one-half credit course in civics and American government; not fewer than three in science; and not fewer than two in the arts, vocational education, technology, or transitions courses. The remaining nine credits shall be in elective courses.

The District, in determining the satisfactory completion of needed credits for an adult education diploma, shall award, subject to any State Board of Education regulations:

1. Credit for experiential learning, including:
 - a. Not more than two non-required credits for military experience, including training;
 - b. Not more than one vocational education non-required and one required or not more than two non-required credits for occupational experience, including training; and
 - c. Not more than one non-required credit for community service or a vocational skill.
2. Credit for successful completion of courses taken for credit at state-accredited institutions, including public and private community colleges, technical colleges, community-technical colleges, four-year colleges and universities and approved public and private high schools and technical high schools;
3. Up to six credits for satisfactory performance on subject matter tests demonstrating prior learning competencies; and
4. Up to three credits for independent study projects, provided no more than one such credit shall be applied to each required subject area.

Adults in Day Secondary School Programs

Adults who are residents of the school district may enroll in day classes at the high school level on a space available basis. The selection of classes available to adults will be determined by the high school Principal, in consultation with the Superintendent. A registration fee will be charged and applications will be processed through the Assistant Principal or designee and Guidance Offices of the high school. Adults enrolled in day secondary classes will abide by all student rules and regulations established by the high school.

Legal Reference: Connecticut General Statutes

10-67 Adult education-definitions

10-69 Adult education (as amended by PA 03-100 and PA 11-126)

10-71 State grants for adult education programs.

10-73a Adult education

10-73b Grants for adult education services of programs conforming to state plan.

10-73c Basic adult education programs.

10-233d Expulsion of students

P.A. 96-244 An Act Concerning Technical Revision to the Education Statutes

P.A. 97-290 An Act Enhancing Choices and Opportunities

P.A. 03-102 An Act Concerning Adult Education and Workforce Development

P.A. 13-121 An Act Concerning Adult Education and Transition to College

Title II - Workforce Investment Act (WIA), Public Law 105-220

Approved:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Administrative Regulations Regarding Tuition Fees

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

I. Individual, Non-Resident Students

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

1. A non-resident student shall apply to be admitted in writing to the Superintendent and shall state the reason for seeking admission, with a description of the applicant's proposed academic program.
2. The parent/guardian (or student age eighteen or older) will provide complete records for the student. Such records will include grades, discipline records, medical records, special education records, test results, and any additional information requested by the Superintendent or his or her designee.
3. The student shall be interviewed for admission by the Assistant Superintendent, who will make a thorough review of the student's records, consult with the building Principal, and make a recommendation to the Superintendent. The Superintendent shall decide upon the admission of the student. The Superintendent may admit a student only if space is available.
4. Prior to his or her recommendation to the Superintendent, the Assistant Superintendent may require the student to undergo any testing deemed necessary.
5. The student shall be capable of performing at or above grade level or in an established program of the New Milford Public Schools. In determining whether the student can be accommodated in an existing program, the Assistant Superintendent, prior to his or her recommendation, may refer the matter to the district-wide special education supervisor who may, in turn, consult with a planning and placement team. The supervisor or PPT will forward a report to the Assistant Superintendent.
6. Tuition must be paid in advance four times per year in September, December, March and May as a condition of continued enrollment, and such tuition shall be prorated for admission beginning after the start of the school year. In the event a

student withdraws from the New Milford Public Schools, tuition for the semester in progress will not be refunded.

7. Courses for New Milford students will be scheduled before those of tuition students.
8. A student may continue as a tuition student from year to year unless notified in writing by the Superintendent of Schools that attendance will be terminated.
9. A certified staff member whose child has been admitted to the New Milford Public Schools shall pay 50% of the established tuition rate. Tuition shall be made in equal payments four times per year in September, December, March and May as a condition of continued enrollment.

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

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

II. Tuition Students Sent By Other Boards Of Education

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

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

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

III. Student Conduct

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

student has violated the applicable school code of conduct.

IV. Transportation

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

V. Extracurricular Activities

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

VI. Special Education/Section 504

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

VII. Homeless Students

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

Legal Reference: Connecticut General Statutes

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

United States Code

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

Regulation approved:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Administrative Regulations Regarding Petty Cash Funds

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

Legal Reference: Connecticut General Statutes

7-392 Making of audits and filing of statements
10-237 School activity funds

Regulation approved:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Administrative Regulations Regarding School Activity Accounts

School Activity Accounts

Administrative regulations regarding the administration of school activity funds is the responsibility of the Superintendent. All activity within these funds should be directed towards promoting the general welfare, education and morale of the student body and financing the normal legitimate extra-curricular activities of various school organizations. Each activity fund or organization should have a clear statement of purpose on file. The statement of purpose should address the raising and spending of funds. Insofar as possible, funds should be used to benefit those students who contributed to the accumulation of the funds or for those activities for which funds were collected or accumulated.

The procedures below represent best practices in managing student activity accounts and funds.

Account Classifications

Listed below are the account classifications within School Activity Accounts:

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

Establishing an Account

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

Revenue/Receipts

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

- a. Funds should be turned in to the school Principal or his/her designee within 24 hours of receipt.
- b. Pre-numbered receipt forms, written promptly upon receipt of the funds, should be used to

account for all funds. Each receipt should bear the name of the specific account (Student Council, Class of 2004, Mrs. Smith's Boston field trip, etc.) for which it is intended. The source of funds being presented for deposit should also be identified (dance ticket sales, class dues, field trip, gate receipts, etc.). Some type of a "proof of cash" should accompany all deposits (140 tickets @ \$3.00 = \$420.00 or 220 candy bars @ \$0.75 = \$165.00). This is especially relevant for ticket sales and fundraising activities.

- c. Receipts should be posted to a "Receipts Ledger" on a daily basis.
- d. All checks to be deposited in an activity account are to be endorsed immediately upon receipt with a restricted endorsement (For Deposit Only Account 000X).
- e. All money collected shall be placed in a locked and secure area for safe keeping prior to making the bank deposit.
- f. Bank deposits are to be made on a regular basis. (Daily if needed depending upon the volume of activity). In no case should funds be left in a building over weekends or holidays.

Disbursements

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

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

Other

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

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

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

Regulation approved:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Administrative Regulations Regarding Requests for
Reconsideration of Textbooks and Instructional Materials**

Requests for Reconsideration of Textbooks and Instructional Materials

Challenges or objections to a textbook or instructional materials shall be made in accordance with these administrative regulations. Every reasonable effort will be made to resolve complaints informally through discussion with the appropriate school personnel. Formal requests for reconsideration of learning resources materials shall be processed in accordance with the procedures outlined in this administrative regulation.

Procedures for the Selection of Instructional Materials

The materials covered by these selection procedures are texts and other instructional materials that are used to support and enhance the educational program in a course or area of study in the New Milford Public Schools.

Staff Responsibilities

Responsibility for the selection of textbooks and instructional materials rests with the professionally trained personnel who know the curriculum, instructional methods, the range of student needs, and who work in conjunction with administrative staff, faculty, and students.

Time Frame for Selection

Selection of materials is an ongoing process, reflecting changes in the development of curriculum and the continuous publications of new materials.

Guidelines for Selection of Textbooks

1. Is the text consistent with the goals and objectives of the curriculum or program?
2. Does the text have a high probability of assisting students who will use it in achieving course or program objectives?
3. Does the text stimulate growth in factual knowledge and literary appreciation?
4. Does the text help students develop abilities in critical reading and thinking?
5. Does the text create an awareness of and foster an appreciation of cultural diversity?
6. Does the text allow sufficient flexibility for meeting the special needs of individual students and groups of students?

Additional information regarding textbook selection and approval is outlined in Administrative Regulation 6161 R.

Guidelines for Selection of Instructional Materials

1. Is the instructional material compatible with district goals and objectives and with the curriculum of the New Milford Public Schools as described in guides and course syllabi?
2. Does the instructional material stimulate student thinking and reasoning?
3. Does the instructional material accurately and effectively present underlying principles of the subject?

4. Is the instructional material favorably reviewed by staff and/or included in professional review lists?
5. Does the instructional material provide opportunities for students to become familiar with varying perspectives?

Criteria used in the selection process will include, but are not limited to, the following:

- Compatibility with the range of abilities, needs, and interests of students
- Accuracy and timeliness of knowledge and theory
- High standards of literary and artistic merit
- Inclusion of diverse points of view
- Inclusion of controversial issues in the field of study
- Representation of achievements and accomplishments of diverse groups
- Quality of production relative to cost.

Procedures for Reconsideration of Textbooks or Instructional Materials

Phase One: Initial Reconsideration of Textbooks and Instructional Materials

A perceived problem regarding instructional materials should be first discussed by the parent(s)/guardian(s) and the teacher(s) involved. The philosophy and goals of the district and the curriculum development and review process provide the basis for discussions held in an attempt to resolve the matter informally. Alternate texts and materials available to the student will be discussed.

Phase Two: Reconsideration Process after Initial Reconsideration

If the parent(s) is/are not satisfied with the outcome of the initial reconsideration discussion with the teacher(s), he or she may submit a Request for Reconsideration of a Textbook or Instructional Material—Form A to the Superintendent or designee. The Superintendent or designee shall share copies of the Request for Reconsideration of a Textbook or Instructional Material—Form A with the relevant teachers, department chairpersons, and administrators and assign appropriate staff (“committee”) to reexamine the material involved to determine whether it conforms to the standards set forth in the curriculum guide or Administrative Regulation 6161 R regarding textbook selection and approval. The committee shall consider the request for reconsideration in the ongoing review of curriculum materials. Following reconsideration, the Superintendent or designee will provide verbal or written follow up to the parent(s)/guardian(s) who made the request, and will provide a summary of the request and results of reconsideration to the New Milford Board of Education Committee on Learning.

Regulation approved:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Request for Reconsideration of a Textbook or Instructional Material—Form A

Initiated By: _____ Telephone: _____

Address: _____

I request that the department/school re-evaluate the use of the following material:

Title: _____

Author or Editor: _____ Type of Material: _____

Publisher: _____

Material is used in the following course(s): _____

Please answer the following questions:

1. What brought this resource to your attention?

2. Have you read/viewed the entire work? _____ If not, what parts did you read or view?

3. What specifically concerns you about the resource?
Please give page numbers, location of images, etc. (Use other side or additional pages if necessary.)

4. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

Signature of Parent/Guardian

Date