

**New Milford Board of Education  
Policy Sub-Committee Minutes  
October 3, 2017  
Lillis Administration Building, Room 2**

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2017 OCT -5 P 12:59

NEW MILFORD, CT

Present: Mr. J.T. Schemm, Chairperson  
Mrs. Wendy Faulenbach  
Mr. Dave Littlefield  
Mrs. Tammy McInerney

Also Present: Mr. Joshua Smith, Superintendent  
Ms. Alisha DiCorpo, Assistant Superintendent

1.	<p><b>Call to Order</b></p> <p>The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mr. Schemm.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion</b></p> <p><b>A. Policies and/or Regulations:</b></p> <ol style="list-style-type: none"> <li>1. 1140 Distribution of Materials to and by Students (Use of Students) policy</li> <li>2. 1324 Fund-Raising by Students policy</li> <li>3. 3280 Gifts to the School – policy and regulation</li> <li>4. 3281 School Fundraisers – policy and regulation</li> </ol> <ul style="list-style-type: none"> <li>• Mr. Schemm said tonight’s discussion was a follow up to last month’s discussion regarding a fundraising program for the turf fields which is guided by Board policy and regulation. The program itself is a work in progress and will not need Board approval, but Mr. Schemm said he would like the Board to see an overview when appropriate. It was suggested that policy 3280 be reviewed specifically regarding the Board approval of any donation over \$1,000 and that other policies might also be impacted. Mr. Smith did a crosslink of suggested policies for discussion which are presented here. The Committee agreed to address them as a whole. Any suggestions for needed changes will be moved forward to the next agenda.</li> </ul>	<p><b>Discussion</b></p> <p><b>A. Policies and/or Regulations:</b></p> <ol style="list-style-type: none"> <li>1. 1140 Distribution of Materials to and by Students (Use of Students) policy</li> <li>2. 1324 Fund-Raising by Students policy</li> <li>3. 3280 Gifts to the School – policy and regulation</li> <li>4. 3281 School Fundraisers – policy and regulation</li> </ol>

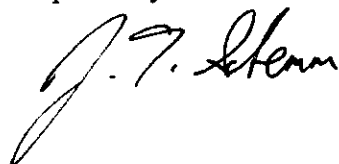
- Mr. Smith said these policies have not been reviewed in a few years and while no changes are required it is the Board's purview to suggest changes which can then be forwarded to legal counsel for review.
- Mr. Smith said while he was reviewing the policies, he noticed that Policy 1324(a) states that the Superintendent will furnish the Board with an up-to-date listing of all fund-raising activities being conducted in the schools. Policy 3280(a) says that the Superintendent shall be authorized to accept gifts under \$1,000, and shall notify the Board of such gifts at the next regular Board meeting. To his knowledge neither has been taking place. He distributed a draft report for discussion that could be used going forward. He said Policy 1324 does not specify timeframe for distribution so he was looking for feedback on that as well.
- Mrs. Faulenbach said she was glad to see the Committee taking a fresh look at these policies so they can be tightened up going forward.
- Mr. Schemm said he thought the report would be valuable as a vehicle for the Board to acknowledge gifts under \$1,000 publicly and thank donors.
- Mrs. Faulenbach asked where the \$1,000 threshold originated and whether there were statutory requirements. Mr. Smith said he would check.
- Mrs. McNerney said she liked the new report and asked if the fundraisers were reported when they are scheduled or after they happen. Mr. Smith said the report captures fundraisers as they are approved.
- Mrs. Faulenbach asked if the fundraisers are tracked through student accounts and Mr. Smith said they are. Request forms are submitted and approved and then added to a general spreadsheet to be tracked through the Business Office.
- Mr. Schemm said he was pleased to see that Policy 1324 includes language regarding the cost/benefit of a fundraiser and the unacceptable burden to school staff members

or to inherit significant risks or responsibilities in handling these funds. Mrs. McInerney agreed saying it was important to look at quality over quantity as to not overburden staff and parents.

- Mr. Schemm asked where the actual accounting takes place. Mr. Smith said fundraisers are tracked in QuickBooks through student activity accounts so that there can be some rollover from year to year. He said this area is very closely watched by the auditors.
- Mr. Smith asked how often the Board would like to see a summary, suggesting a quarterly accounting.
- Mrs. Faulenbach suggested that the Policy language could remain open and that the minutes reflect that the Board would like periodic updates. This way administration could present when they think it is most appropriate. That way they would not be stuck to an arbitrary date.
- Mr. Littlefield suggested perhaps twice a year would be sufficient.
- Mrs. Faulenbach asked where the turf field program would fit. Mr. Smith said they would be considered donations.
- Mr. Schemm said he did not consider banners/signs a pure gift since the donor would receive valuable advertising too.
- Mrs. McInerney asked if there was a process for follow up on fundraisers as to whether or not they take place and how much is earned. Mr. Smith said that is done through Fundraising form #2 by the Business Office.
- Regarding Policy 1140, Mrs. McInerney asked if Mr. Smith signs off on all materials distributed and he said he does.
- Mrs. McInerney said she was aware of internal school distributions that did not carry his stamp and she suggested that this was allowed when it is within school only and not across schools. Mr. Smith said he would address that interpretation, as all should come through the Superintendent's Office for approval.
- Mrs. Faulenbach said the policy states that all distributions require Superintendent's approval

	<p>and suggested that use of a designee could be added to the policy if the committee wished. She said she would prefer all go through the Superintendent for consistency. She noted a legal reference and asked that it be reviewed for impact.</p> <ul style="list-style-type: none"> <li>• Mr. Smith said he would pull the legal reference, talk to administrators, and bring information back to the next meeting.</li> <li>• Mr. Schemm asked how the current guidelines were working and Mr. Smith said they were getting some push back from community organizations who want more access.</li> <li>• Mrs. Faulenbach said the policy was made more restrictive in the past because parents were complaining about the sheer volume of materials received and felt in some cases that the educational piece was taking a back seat.</li> <li>• Mr. Schemm noted that emails can become overwhelming as well. Mr. Smith said they consciously email very little.</li> <li>• Mr. Schemm said Policy 1140 would be placed on the next agenda for follow up and clarification of current practices.</li> </ul>	
<p><b>4.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Bob Coppola said he was reviewing the draft of fundraisers and donations distributed this evening. He wants to know who monitors where the money goes for each program.</li> </ul>	<p><b>Public Comment</b></p>
<p><b>5.</b></p>	<p><b>Adjourn</b></p> <p>Mrs. Faulenbach moved to adjourn the meeting at 7:30 p.m. seconded by Mr. Schemm and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:30 p.m.</b></p>

Respectfully submitted:



J.T. Schemm, Chairperson  
 Policy Sub-Committee