**New Milford Board of Education**
**Policy Sub-Committee Minutes**
**June 1, 2021**
**Sarah Noble Intermediate School Library Media Center**

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| Present: | Mrs. Olga Rella, Chairperson<br>Mr. Joseph Failla<br>Mrs. Tammy McInerney<br>Mrs. Wendy Faulenbach, Alternate |
| Also Present: | Ms. Alisha DiCorpo, Superintendent of Schools<br>Mrs. Catherine Calabrese, Interim Assistant Superintendent<br>Mrs. Catherine Gabianelli, Human Resources Director<br>Mr. Anthony Giovannone, Director of Fiscal Services and Operations |

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| **1.** | **Call to Order**<br><br>The meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:46 p.m. by Mrs. Rella. Mrs. Faulenbach was seated to fill the vacancy. | **Call to Order** |
| **2.** | **Public Comment**<br><br>• There was none. | **Public Comment** |
| **3.**<br><br>**A.** | **Discussion and Possible Action**<br><br>**Policies for Approval:**<br><br>1. **3152 Spending Public Funds for Advocacy**<br>2. **3300 Purchasing**<br><br>• Mrs. Rella said these policies have been reviewed at the full Board level. She asked if there were any additional questions or comments. There were none. | **Discussion and Possible Action**<br><br>**A. Policies for Approval:**<br><br>1. **3152 Spending Public Funds for Advocacy**<br>2. **3300 Purchasing** |
| **B.** | **Policy for Second Review:**<br><br>1. **1324 Fundraising by Students**<br><br>• Mrs. Rella asked if monies were able to be carried over from year to year, for example with the Grad Party or PTO who need seed money to start the next year.<br>• Mrs. McInerney noted that Grad Party and PTO are separate entities from the schools. | **B. Policy for Second Review:**<br><br>1. **1324 Fundraising by Students** |

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| | • Ms. DiCorpo said they had reached out to the auditors with that question and the auditors were not aware of any statutory prohibition. Board policy would govern and our policy does not speak to it. The policy wording does include mention of parent/teacher groups. Those fundraisers are tracked through the Business Office as well.<br>• Mrs. Faulenbach said that previously the auditors had recommended closing out inactive accounts.<br>• Mr. Giovannone said that was in relation to defunct clubs and activities or ones that had not been active for more than 10 years.<br>• Mrs. Rella said she was concerned that #16 regarding students in K-5 not soliciting funds would dampen fundraising.<br>• Mrs. McInerney said that just refers to door to door sales.<br>• Mrs. Rella suggested some more language be added about carrying over monies from year to year for clarity.<br>• Mr. Giovannone said student activity funds never default to the Town. They could be transferred to the school's master account if that was requested.<br>• Mrs. Faulenbach said wording could be added to the policy but at the end of the day, the auditors make recommendations.<br>• Mr. Failla asked what happens if the closing date is not met. Ms. DiCorpo said they would reach out to the organization for the reason and revise the form if needed.<br>• Ms. DiCorpo said #8 requires significant internal follow up on the part of the district.<br>• Mrs. Faulenbach asked for clarification from legal regarding unencumbered amounts that stay in an account which are not tied to a particular fundraiser.<br>• Ms. DiCorpo said she would also make sure that fundraising to support a program does not supplant the budget. Funds should have a specific purpose for use. It is also important to look at whether or not a program is adequately funded in the operating budget. | |

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| | • Mrs. McInerney said some programs fundraise throughout the year to cover program needs which may be fluid.<br>• Mrs. Faulenbach suggested wording should be changed from "spent for purpose" to "spent for program", and maybe add "annual" as well. She said she would be curious to know what other districts have for wording.<br>• Ms. DiCorpo said the new language adds specificity regarding follow up and how many fundraisers an organization is doing.<br>• Mrs. McInerney said she thinks that's important to avoid excess fundraising for fundraising's sake. It should be specific to what is needed.<br>• Mrs. Faulenbach said she would like to see more detail about repetitive fundraising programs and the reasoning behind it so as not to limit it if there is a need.<br>• Mr. Giovannone said he would gather more information before the full Board meeting.<br>• Ms. DiCorpo said this policy may have to be reviewed to see if it aligns with the turf field advertising process.<br>• Mrs. Faulenbach said the turf field advertising had previously been approved by the Board. | |
| **C.** | **Policies for First Review:**<br><br>**1. 1325 Advertising and Promotion**<br><br>• Mrs. Rella said this topic came up at the last Board meeting.<br>• Mrs. McInerney said she was glad to see clarification added. She said if they do allow other use, then she thinks it is important that the schools receive part of the profit.<br>• Mrs. Faulenbach asked how the Board will realistically enforce unapproved use.<br>• Mr. Failla said a cease and desist letter could be sent but it is a slippery slope beyond that.<br>• Mrs. McInerney asked if we can trademark logos.<br>• Ms. DiCorpo said the legal commentary states that it is not necessary for the logos; they are considered to be intellectual property. A licensing agreement can also be created if the Board wants to go that way. | **C. Policies for First Review:**<br><br>**1. 1325 Advertising and Promotion**<br>**2. 3240 Tuition Fees**<br>**3. 3260 Sales & Disposal of Books, Equipment & Supplies**<br>**4. 3270 Disposition and Rental of Real Property**<br>**5. 3280 Gifts to the School**<br>**6. 3281 School Fundraisers**<br>**7. 3313 Relations with Vendors**<br>**8. 3313.1 Local Purchasing** |

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| | • Mrs. McInerney said her biggest concern is inappropriate use.<br>• Mrs. Faulenbach said perhaps a statement can be added that the Board does not endorse use.<br><br>**2. 3240 Tuition Fees**<br><br>• Mrs. Rella asked who sets the fee. Ms. DiCorpo said the Board approves the fees annually in the fall.<br>• Mr. Giovannone said the fee is a carve out of the per pupil cost. He said currently there are two students of staff members, and they pay 50%. There are no full fee tuition students currently.<br>• Mrs. McInerney questioned #7 which states that tuition students can take classes if scheduling permits. She is concerned that they are able to enroll in classes needed, especially at the high school level since they are paying full tuition.<br>• Ms. DiCorpo said the majority of tuition students historically are K-8. She said she needs to check the process at the high school.<br>• Ms. DiCorpo said she was glad to see the additional language added for transportation, special education and 504, and homeless students since it provides clarity.<br>• Mr. Failla said it seems like tuition students pay separately for extracurricular activities and if that is the case he has a problem with that.<br>• Mr. Giovannone said they only pay to the same extent a New Milford resident student would need to.<br><br>**3. 3260 Sales & Disposal of Books, Equipment & Supplies**<br><br>• Mrs. Rella said this policy bugs her since it basically makes the district create a list of trash. This is time consuming at the school level and a waste of time and resources.<br>• Ms. DiCorpo said this is not legally mandated. This listing is provided two times a year to the Town currently.<br>• Mrs. Rella asked if the Town ever takes anything from the list. Ms. DiCorpo said not to her knowledge. | |

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| | • Mrs. Faulenbach said we are accountable to the Town for assets.<br>• Mr. Giovannone said that is true but the fixed asset review is different from this listing.<br>• Mrs. McInerney asked if the district can sell items to individuals. Ms. DiCorpo said no but we can sell to a business, for example a book vendor.<br>• Mrs. Faulenbach said this is the first time we look to dispose of these items and we don't know yet if the Town has a use.<br>• Ms. DiCorpo said there is a timeline in the disposal process before any action is taken. She wondered what the threshold is for the fixed asset list. Some items on the disposal list do have asset tags. She said maybe the lists need to be cleaned up.<br>• Mrs. Faulenbach said there is an accounting purpose for the fixed asset list. Mr. Giovannone said it is needed for insurance purposes too.<br><br>**4. 3270 Disposition and Rental of Real Property**<br>**5. 3280 Gifts to the School**<br>**6. 3281 School Fundraisers**<br>**7. 3313 Relations with Vendors**<br>**8. 3313.1 Local Purchasing**<br><br>• Due to time constraints, Mrs. Rella said the rest of the policies for consideration will be moved to the next meeting for discussion. | |
| | Mrs. Faulenbach moved to bring policies:<br><br>1. 1325 Advertising and Promotion<br>2. 3240 Tuition Fees<br>3. 3260 Sales & Disposal of Books, Equipment & Supplies<br><br>to the full Board for first review, seconded by Mrs. McInerney.<br><br>• Mr. Failla said he would vote for the motion since it is for review only. He has concerns with policy 1325.<br><br>The motion passed unanimously. | **Motion made and passed unanimously to bring policies:**<br><br>**1. 1325 Advertising and Promotion**<br>**2. 3240 Tuition Fees**<br>**3. 3260 Sales & Disposal of Books, Equipment & Supplies**<br><br>**to the full Board for first review.** |

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| **4.**<br><br>**A.** | **Items of Information**<br><br>**Regulations for Review:**<br><br>1. **1325 Advertising and Promotion**<br>2. **3280 Gifts to the School**<br>3. **3281 School Fundraisers**<br><br>• Due to time constraints, these regulations will be moved to the next meeting for discussion. | **Items of Information**<br><br>**A. Regulations for Review:**<br><br>1. **1325 Advertising and Promotion**<br>2. **3280 Gifts to the School**<br>3. **3281 School Fundraisers** |
| **5.** | **Public Comment**<br><br>• There was none. | **Public Comment** |
| **6.** | **Adjourn**<br><br>Mrs. Faulenbach moved to adjourn the meeting at 7:32 p.m. seconded by Mrs. McInerney and passed unanimously. | **Adjourn**<br><br>**Motion made and passed unanimously to adjourn the meeting at 7:32 p.m.** |

Respectfully submitted:

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Olga I. Rella, Chairperson
Policy Sub-Committee