

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

POLICY SUB-COMMITTEE
MEETING NOTICE

DATE:	May 3, 2022
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 for Approval:
 - 1. 5121.2 Eligibility for Honor Rolls
- B. Policies for Second Review:
 - 1. 3440 Inventories
 - 2. 3450 Monies in School Buildings
 - 3. 3451 Petty Cash Funds
- C. Policies for First Review:
 - 1. 3453 School Activity Funds
 - 2. 3453.1 Unexpended Class Funds

4. Item of Information

- A. Regulation for Review:
 - 1. 3453 School Activity Funds

5. Discussion

- A. Policy Review Update:
 - 1. 5132 Dress and Grooming

6. Public Comment

RECEIVED
11:00 AM
2022 APR 29 A 8:10

NEW MILFORD, CT

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7. Adjourn

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

Alternates: **Brian McCauley**
Eric Hansell

FOR APPROVAL

COMMENTARY: The PowerSchool conversion requires adjustments to how the SMS Highest Honors are determined. After discussion at the March 1, 2022 Policy subcommittee meeting, the Committee suggests the revisions below to bring consistency between the two schools.

5121.2

Students

Eligibility For Honor Rolls

To recognize outstanding scholastic achievement, motivate students to do well in their studies, and teach students the importance of meeting all their responsibilities, the Board of Education hereby establishes the following categories of honors and the criteria for eligibility for said honors.

High School (9-12)

Highest Honors with Distinction:	All grades 90 or better in all subjects.
High Honors:	An average of 90 or better in all subjects. No grade below 70.
Honors:	An average of 85 or better in all subjects. No grade below 70.

Middle School (6-8)

Highest Honors with Distinction:	All grades 90 or better in all major subjects.
High Honors:	An average of 90 or better in all major subjects. No grade below 70 in minor subjects.
Honors:	An average of 85 or better in all major subjects. No grade below 70 in minor subjects.

~~A middle school "major subject" includes English, mathematics, science, social studies, and world language. All other subjects are considered minor subjects.~~

Policy adopted: June 12, 2001
Policy revised: June 11, 2002
Policy revised: June 12, 2007
Policy revised: June 14, 2011
Policy revised: June 9, 2015

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR SECOND REVIEW

COMMENTARY: *This policy is not legally mandated although it may be advisable for the Board and Administration to address this topic through policy and regulations. Legal has not been able to locate any SDE form or guidance addressing State Board of Education requirements for inventories so that reference may be outdated, although the Administration may be aware of reporting or other requirements. Finally, the Board may wish to consult with Town auditors to see if they have any recommendations for inventories that could be incorporated into this policy.*

The added legal reference is to Conn. Gen. Stat. § 7-392 which requires municipalities to provide for the auditing of the financial statements of the school district.

3440

Business/Non-Instructional Operations

Inventories

Equipment

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education and consistent with any recommendations of Town auditors. All items whose current value exceeds \$300 shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

Unless otherwise required by the State Board of Education, the Superintendent or his or her designee shall conduct a physical inventory every seven years.

The inventory system shall be under the supervision of the Superintendent or designee.

Legal Reference: Connecticut General Statutes

7-392 Making of audits and filing of statements

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR SECOND REVIEW

COMMENTARY: This policy is not legally mandated although it may be advisable for the Board and Administration to address this topic through policy and regulations. The Board may wish to consult with Town auditors to see if they have any recommendations for cash handling protocols that could be incorporated into this policy.

The added legal references are to Conn. Gen. Stat. § 7-392 which requires municipalities to provide for the auditing of the financial statements of the school district and to Conn. Gen. Stat. § 10-237 which generally addresses school activity funds. That statute does not specifically address cash handling procedures in connection to school activity funds.

3450

Business/Non-Instructional Operations

Monies in School Buildings

Monies collected by school district employees and by student treasurers shall be handled with good and prudent business procedures and consistent with any recommendations of Town auditors. Such practices shall be utilized both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to students.

All monies collected shall be receipted and accounted for and directed without delay to the proper person or location for deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than a few dollars should be kept, except for petty cash authorized under Board of Education Policy #3451. All school banks shall provide for making bank deposits after regular banking hours to avoid leaving money in school overnight.

Legal Reference: Connecticut General Statutes

7-392 Making of audits and filing of statements

10-237 School activity funds

(cf. 3451 – Petty Cash Funds)

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR SECOND REVIEW

COMMENTARY: This policy is not legally mandated although it may be advisable for the Board and Administration to address this topic through policy and regulations. The Board may wish to consult with Town auditors to see if they have any recommendations for petty cash protocols that could be incorporated into this policy.

The added legal references are to Conn. Gen. Stat. § 7-392 which requires municipalities to provide for the auditing of the financial statements of the school district and to Conn. Gen. Stat. § 10-237 which generally addresses school activity funds. That statute does not specifically address petty cash protocols in connection to school activity funds.

3451

Business and Non-Instructional Operations

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.

Legal Reference: Connecticut General Statutes

7-392 Making of audits and filing of statements

10-237 School activity funds

(cf. 3160 – Budget and Transfer of Funds)

(cf. 3451 – Petty Cash Funds)

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 FIRST REVIEW

COMMENTARY: Conn. Gen. Stat. § 10-237 authorizes boards of education to establish school activity funds for specified purposes including school lunch programs, drivers-ed courses and individual school and school organization programs. The statute requires the board of education to designate a treasurer for each fund (which may be a BOE member) and provides that the treasurer must be bonded. The statute allows for the expenditure from such funds pursuant to regulations approved by the BOE. School activity funds are subject to auditing in the same manner as town accounts although a 1955 legal opinion from the Connecticut Attorney General states that school activity funds are board of education accounts.

Some districts delegate the authority to establish school activity funds to the superintendent or designee subject to applicable regulations. If the Board wishes to do so, some slight amendments will need to be made to the suggested revisions in the first paragraph below.

The Board may wish to consult with Town auditors to see if they have any recommendations for fund protocols that should be incorporated into this policy and/or the accompanying administrative regulation.

3453(a)

Business/Non-Instructional Operations

School Activity Funds

The Board may establish and maintain in its custody school activity funds through which it may handle (1) the finances of that part of the cost of the school lunch program not provided by Town of New Milford appropriations, (2) the finances of that part of the cost of driver education courses furnished by the Board and not provided by Town of New Milford appropriations and (3) such funds of schools and school organizations as the Board from time to time determines to be desirable. Whenever the Board establishes a school activity fund it shall designate a fund treasurer who shall be properly bonded. The designated treasurer may be a Board of Education member, but no Board member designated to serve as a fund treasurer shall receive compensation for such services. The Board may receive and accept gifts and donations to be appropriated to school activity funds.

~~School Activity Funds may be established to handle school funds and the funds of school organizations that the Board determines to be desirable. Although the control of these funds shall remain in the name of the respective schools and organizations, the Superintendent's office must adopt regulations and/or procedures to control the collection of funds and the expenditures from these accounts in a fiduciary manner.~~

Administrative regulations regarding the administration of school activity funds shall be developed by 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 student organizations. Each activity fund or organization should have a clear statement of purpose on file. This statement of purpose should address both 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.

Business/Non-Instructional Operations

School Activity Funds

The management of activity funds shall be in accordance with sound business practices and consistent with any recommendations of Town auditors. Each ~~building Principal, as trustee for and~~ designated treasurer of a school activity fund, shall be directly responsible for the operation of the fund/account in accordance with established procedures and shall be bonded. The ~~building Principal~~ designated treasurer, with the assistance of the Business Office, shall be responsible for the adequate maintenance of records and timely issue of reports for the same.

The following general guidelines are to be implemented via specific administrative regulations and procedures:

1. All bank accounts are to be listed with the District's Business Office.
2. Only transactions dealing with student related activities or for those activities expressly permitted by the Board through the Superintendent or his/her designee may flow through these accounts.
3. All accounts must require at least two (2) signatures for expenditures or withdrawals.
4. These accounts must be included as part of the annual municipal audit.
5. An annual report for all accounts must be submitted to the Board.
6. All money collected shall be placed in a locked and secure location for safe keeping prior to making a bank deposit and such deposit shall be made in accordance with Board of Education policy #3450.

(cf. 1324 – Fund Raising In and For The Schools)

(cf. 3450 – Monies in School Buildings)

(cf. 3451 – Petty Cash Funds)

Legal Reference: Connecticut General Statutes

7-392 Making of audits and filing of statements
10-237 Student Activity Funds

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

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

FOR FIRST REVIEW

COMMENTARY: This policy is not legally mandated. Since the senior class fund is presumably a school activity fund it may make sense to incorporate the provisions of this policy into the school activity fund policy or regulation.

3453.1

Business/Non-Instructional Operations

Unexpended Class Funds

All invoices or obligations incurred by the Senior Class must be paid out of the senior class fund no later than the opening day of the following school year. No new obligations may be incurred any later than one week after graduation.

Remaining funds will be turned over to two class officers, in trust for the class, for the purpose of supporting the five year or a later reunion, unless the majority of the class resolves that the funds will be used for some other purpose which benefits those students who contributed to the accumulation of the funds.

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

ITEM OF INFORMATION

COMMENTARY: The Board and administration may wish to consult with Town auditors regarding any recommended protocols that should be included in this regulation. As noted in connection with the school activity fund policy, school activity funds are Board accounts but subject to Town audit. The statute does not specify what accounting/cash-handling procedures must be utilized for school activity funds, so the District has some discretion to adopt whatever procedures it believes are most appropriate.

3453(a)

Business/Non-Instructional Operations

School Activity Funds/Accounts

Account Classifications

1. Activity Specific (Adult Ed., Building Use, Driver Education, Medical Expense, Pepsi, 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 (refer to Policy and Procedure #1324), 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 fund raising activities.

Business/Non-Instructional Operations

School Activity Funds/Accounts

- 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 Acct 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.

Business/Non-Instructional Operations**School Activity Funds/Accounts**

- 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:
Regulation revised:

March 12, 2002
February 25, 2014

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

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