

Policy Committee Meeting

Tuesday, March 7, 2023 9:00 AM

Remote Session

I. Call to Order, Verification of Quorum

II. Approval of Minutes

II.A. Approval of minutes from the February 7, 2023 Policy Committee Meeting.

III. Discussion of policies, regulations, and bylaws

III.A. Discussion of 1325 - Advertising and Promotion

III.B. Discussion of 5147-1324 - Fundraising Activities

III.C. Discussion of 6153 - Field Trips and Community Service

III.D. Discussion of policy/regulation 3280 - Gifts, Grants and Bequests to the District

IV. Discussion of policies, regulations, and bylaws in future meetings

V. Next scheduled meeting of the Policy Committee

V.A. The next scheduled meeting of the Policy Committee is April 4, 2023 (remote meeting).

VI. Adjournment

Policy Committee Meeting

Tuesday, February 7, 2023 9:00 AM
Remote Session

I. Call to Order, Verification of Quorum

The meeting began at 9:05 AM.

Additional Attendees:

Lisa Barbiero, Superintendent: Administrative Representative
Tina Henckel, Assistant Superintendent
Daniel DiVito, Director of Digital Learning and Technology
Mark Berkowitz, Athletic Director

A quorum has been met. Move that the Policy Committee meeting begin. Carried with a motion by Walker, Melissa and a second by Ferraro, Sharon.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Melissa Walker: Yea

Yea: 3, Nay: 0

II. Approval of Minutes

A. Approval of minutes from the December 6, 2022 Policy Committee Meeting.

Move that the Policy Committee approve the minutes from the December 6, 2022 meeting. Carried with a motion by Ferraro, Sharon and a second by Walker, Melissa.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Melissa Walker: Yea

Yea: 3, Nay: 0

III. Discussion of policies, regulations, and bylaws

A. Discussion of 1325 - Advertising and Promotion

Mark Berkowitz, Director of Athletics went over the current process for advertising (banners and digital media). There has always been an understanding of how long banners and digital media can remain displayed but nothing in the policy. The policy should be clarified as to how many banners, size of banner, placement and duration. Mr. Berkowitz will make recommendations to the policy and will bring it back to the policy committee for the March meeting.

B. Discussion of 5147-1324 - Fundraising Activities

Superintendent Barbiero and Assistant Superintendent Henckel reviewed this policy. They recommended changes to the policy with regard to the timeline prior to fundraising based on the dollar amount. Inclusive language was also updated. Revisions will be

made and brought back to the policy committee for the March meeting.

C. **Discussion of 6153 - Field Trips and Community Service** Assistant Superintendent Tina Henckel reviewed the current field trip policy and provided the committee with suggested updates to fine tune the workflow and process. The committee reviewed the changes and discussed additional updates. The document will be brought back to the committee for the March meeting.

D. **Discussion of 5136 - Use of Privately Owned Technology Devices By Students**

Daniel DiVito, Director of Digital Learning and Technology is requesting that this policy be amended to include wearable devices. The committee agreed and the revised policy will be brought to the Board for a first read at the March meeting. A conversation also took place regarding AI and the impact it has within school. It is a topic that will need to be discussed further within the curriculum committee.

IV. **Discussion of policies, regulations, and bylaws in future meetings**

In addition to bringing back the fundraising and advertising policy, and field trip policy, we will also bring the suicide policy to the March committee meeting.

V. **Next scheduled meeting of the Policy Committee**

A. **The next scheduled meeting of the Policy Committee is March 7, 2023 (remote meeting).**

VI. **Adjournment**

The meeting adjourned at 10:05 AM.

Move that the Policy Committee adjourn the February 7, 2023 meeting. Carried with a motion by Ferraro, Sharon and a second by Walker, Melissa.

Steven Ezzes: Yea, Sharon Ferraro: Yea, Melissa Walker: Yea

Yea: 3, Nay: 0

Respectfully submitted by:

Jodi Sacchetta

Chairperson

Superintendent

DRAFT

Policy - Advertising and Promotion

The Board of Education has a responsibility to protect students from possible exploitation by private interests and other organizations through exposure to advertising and promotions ("advertising") within the school environment. Because marketing and advertising materials are a pervasive element in our culture, it is not feasible to strictly prohibit the indirect or incidental advertisement of products and services to our students and parents. However, direct, non-incident advertising in District schools and facilities, and on District grounds, is prohibited except as provided in this Policy.

1. Advertising by School, Staff, and Students

Any advertising by the school, staff, or students of school events and activities must be done in a thoughtful, careful, and respectful manner consistent with the educational goals of the District. Advertising must not disrupt the educational process. The Superintendent or his/her designee may limit or prohibit such advertising in District schools and facilities, and on District grounds, if it is not consistent with the educational goals of the District, does not comply with other Board policies, regulations, and/or the law, is disruptive to the educational process, or is not in the best interests of students.

2. Advertising by Private Interests and Other Organizations

The Superintendent, or his/her designee, must approve advertising by private interests and other organizations on District grounds and in all printed materials including, but not limited to, school newspapers, newsletters, fliers, theater publications, yearbooks, calendars, and athletic publications. Advertising must meet the educational goals of the District, must meet the requirements of other Board policies, regulations, and the law, must not disrupt the educational process, and must be in the best interests of the students. The approval of advertising does not imply that the Board or the school administration endorses the product, services or item being advertised.

a. **Outdoor Advertising**

Advertising under this Section is not permitted indoors. Approved advertising by private interests or outside organizations must be confined to the football field/track facility ("~~Football Field~~Stadium Field, Lower Turf Field, Varsity Baseball Field, and Varsity Softball Field") and the lighted "~~Varsity-Field~~Stadium Field, Lower Turf Field, Varsity Baseball Field, and Varsity Softball Field." There shall be no more than a total of twenty (20) banners in place at any time on each field (20 on the ~~Football Field~~Stadium Field, Lower Turf Field, Varsity Baseball Field, and Varsity Softball Field and 20 on the ~~Varsity Field~~Stadium Field, Lower Turf Field, Varsity Baseball Field, and Varsity Softball Field), with the specific locations, size, and duration of display

for such banners to be approved and identified by the Superintendent.

The approval for outdoor advertising must state precisely where the advertising is to be placed, the duration during which the advertising will be permitted, and the size of such advertising. Advertising of private interests and other organizations will not be permitted outside the specific areas approved by the Superintendent.

Temporary, occasional, outdoor advertising beyond the ~~Football Field and the Varsity Field Stadium Field, Lower Turf Field, Varsity Baseball Field, and Varsity Softball Field~~ as described above may only be displayed with the permission of the Superintendent.

Outside banners must be taken down at the conclusion of each high school season (fall, winters, spring, summer) and may not be put back up until at least one season has passed.

b. Advertising in Printed Materials

Advertising in all printed materials including, but not limited to, school newspapers, newsletters, fliers, theater publications, yearbooks, calendars, and athletic publications must be approved by the Superintendent or his/her designee.

3. Audio, Video, and Digital Advertising

Any advertising by the school, staff, ~~or~~ students or private interests and other organizations utilizing school public address systems, Trojan TV, Channel 78, or any other audio, video, and digital medium operated by the District (including computers and computer networks) ("District Media") of school events and activities must be done in a thoughtful, careful, and respectful manner. The Superintendent or his/her designee may limit or prohibit such advertising if it is not consistent with the educational goals of the District, does not meet the requirements of other Board policies, regulations, and/or the law, disrupts the education process, and/or is not in the best interests of students. ~~---~~

~~District Media may not be utilized for advertising by private interests and other organizations.~~

4. Removal of Advertising

Advertising that is in violation of this Policy, or is in violation of the terms of a written approval from the Superintendent or his/her designee, will be removed by the District.

Legal Reference:

Connecticut General Statutes Section 10-220 Duties of Boards of Education
Connecticut General Statutes 10-239 Use of School Facilities for Other Purposes
Board of Education Policy 1330 Use of School Facilities

Board of Education Policy 3280 Gifts, Grants, and Bequests to the District

Policy adopted: _____ March 19, 2012

Policy revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, Connecticut

DRAFT

Students

FUNDRAISING ACTIVITIES

These administrative regulations shall serve to implement the Weston Board of Education's policy pertaining to fundraising activities. The Weston Board of Education is not responsible for any fundraising activities that are not approved in accordance with the procedures set forth in the policy and these accompanying regulations.

Criteria for Fundraising Activities:

To be approved, a fundraising activity must be conducted for the educational benefit of students and satisfy all of the following criteria:

1. Each student, parent support or other sanctioned fundraising activity shall have one adult designated with the responsibility for compliance with the Weston Board of Education policies and administrative regulations pertaining to fundraising (the "Sponsor");
2. The fundraising must have a purpose consistent with the mission of Weston Public Schools ("the District");
3. The fundraising must not be anticipated to bring additional costs to the District beyond the anticipated proceeds of the fundraising;
4. The fundraising activity must be suitable for the age and maturity of the students involved in the fundraising activity;
5. Students may not be compelled to participate in fundraising; all such fundraising activity shall be voluntary in nature;
6. Prior to a student engaging in any fundraising activity, his/her/their parents/guardians shall be informed and written authorization shall be obtained to permit their children to participate;
7. The fundraising must not be inappropriate or harmful to the best educational interests of students, as determined by the administration;
8. The fundraising will not be considered an official endorsement of any business or product;
9. The fundraising must not be in conflict with any provisions of the Board policies, administrative regulations, the rules of a specific school within the District, or federal, state, or local law;
10. Door-to-door solicitations by students are prohibited by these regulations;
11. The fundraising must comply with all applicable provisions of Board policy and regulation relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events, if applicable.

Prior approval required:

Fundraising activities shall not be initiated until prior approval is secured as set forth in these regulations.

Requests for prior approval for fundraising activities anticipated to raise funds shall be made in advance in writing to the building Principal or his/her designee, at least two (2) weeks prior to the commencement of the activity. The Principal or his/her designee shall indicate his/her approval in writing to the organization applying for approval. The requirement that the request be made at least two (2) weeks in advance as stated above may be waived by the Principal in his/her discretion if the need for the fundraising is urgent.

Requests for prior approval for fundraising activities anticipated to raise funds beyond \$5,000 shall be made in advance in writing to the Superintendent or his/her designee, at least ~~two~~ four (24) ~~months~~ weeks prior to the commencement of the activity. If the Superintendent or his/her designee determines that the fundraising activity meets the criteria set forth herein, the Superintendent or his/her designee shall forward the request for approval to the Board of Education for action. The requirement that the request be made at least ~~four~~ two (24) ~~weeks~~ months in advance as stated above, and/or the requirement for Board of Education action, may be waived by the Superintendent or his/her designee in his/her discretion if the need for the fundraising is urgent.

Use of Crowdfunding Activities

Prior to engaging in any crowdfunding activities (e.g. DonorsChoose, Kickstarter, GoFundMe, etc) for the Board of Education, its schools, classes, or extracurricular teams or clubs, an employee, student, parent support or other fundraising group must first apply in writing to the building Principal and receive prior approval for the crowdfunding activity as outlined above. However, requests to the building Principal for prior approval of crowdfunding activities must also include the name of the website or application to be utilized, a full description of the reason for the crowdfunding activity, a copy of the proposed personal profile to be listed on the site/application, and the proposed content to be uploaded to the crowdfunding website or application, including images.

In addition to following the procedures outlined below for the handling of funds and record-keeping, the following additional regulations apply to funds received from crowdfunding activities. Any funds received from crowdfunding activities must be deposited directly into a school activity fund and may not first be received by the employee, student, parent group or other fundraising group. Crowdfunding activities must comply with all Board of Education policies, regulations and procedures, and shall not include photos of students or the sharing of any confidential student information.

**WESTON PUBLIC SCHOOLS
FUNDRAISING APPROVAL REQUEST FORM**

Name of ~~Organization~~ Club/Sport:

School(s) or Student Activities Intended to Benefit from Fundraising Activity:

Brief Description of Fundraising Activity:

Name of Adult Responsible for Fundraising Activity ("Sponsor"):

Contact Information for Sponsor: Telephone #: (____) _____

Email Address: _____

Date(s) on Which the Fundraising Activity Will Occur: _____

Anticipated Funds to be Solicited: _____

X

Principal

X

Signature of Superintendent (if needed):

Parent/Guardian Authorization:

I have received information pertaining to the fundraising activity described above. By signing below, I give my permission for my child to participate in the fundraising activity.

Name of Student: _____

Parent/Guardian Name: _____

Phone #: _____

Cell Phone

Home Phone

Date: _____/_____/_____

X

Parent/Guardian Signature

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FIELD TRIPS AND COMMUNITY SERVICE

The Weston Board of Education encourages and sanctions student trips or other out-of-district school activities (~~including~~**includes co-curricular activities**), including participation in community civic projects and international travel that is aligned ~~related~~ **to the curriculum** and of value in helping achieve each participating student's educational objectives.

Curricular field trips are an extension of the classroom and primarily include events or activities through which students leave school grounds, typically during the school day for part or all of the trip.

Co-curricular field trips are educational, cultural, and/or recreational in nature that occur outside of the school day, and may emerge from an approved extracurricular club, organization, program or activity.

All school rules, school policies and Board of Education rules and regulations apply to all field trips sponsored by the Weston Public Schools to another location.

It is recognized that a school-sponsored field trip may be defined as:

1. Day Field Trips: A trip that is taken for a day to visit a museum or other location related to the instructional program. This includes travel outside of the state of Connecticut.
2. Overnight Field Trips: A trip that is taken for more than one day and may include travel outside of the state of Connecticut.
3. International/Abroad Field Trips: A trip students and certified school personnel take outside of the continental United States. Trips abroad are subject to additional requirements for approval.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students and **assure equal access for all students.**

The administration may place restrictions upon a student's participation when in the staff's judgment the student's welfare or the welfare of others requires it.

In case of an emergency or an unanticipated danger, a planned field trip may be cancelled at the discretion of the Superintendent, the school principal or designee. In the event of this cause for cancellation, the district is not responsible for the loss of fees or payments incurred by families if expended monies cannot be recovered. The safety of the students is paramount.

Field trips are an extension of the classroom. Therefore, and all school rules, school policies and Board of Education rules and regulations apply to all field trips sponsored by the Weston Public Schools, to another location.

On all field trips sponsored by Weston Public Schools, all school policies and Board of Education rules and regulations are in force.

All student field trips shall require prior written approval by the building principal and Assistant Superintendent before publication. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Board prior to publication and collection of funds.

All student field trips that require public solicitation of funds, shall require Board approval prior to any fundraising by involved students or other on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities (Policy No. 1324) and any administrative regulations implementing such Board Policy.

The Superintendent or his/her designee is authorized to develop administrative regulations to implement this policy. The Board will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and any accompanying administrative regulations.

Policy adopted: March 5, 199

Policy revised: April 27, 2004

Policy revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, CT

**ADMINISTRATIVE REGULATIONS REGARDING
FIELD TRIPS AND COMMUNITY SERVICE**

The Board of Education considers student trips and excursions made for educational purposes as a part of the Weston school program. The Board accepts responsibility only for trips that have been approved in accordance with this regulation.

Procedures for Approval of Trips

All school-sponsored field trips **must** be approved by the building principal and Assistant Superintendent. Teachers may tentatively explore possible trips with students in order to assess interest, but **must** make it clear that such trips are subject to administrative approval. No definite plans or solicitation of funds shall be made prior to administrative approval.

Teachers are responsible for following field trip guidelines and for filing field trip approval requests **according to the required timeline, as well as** for the regulations to be followed concerning transportation, collection of money for the trip from students, safety, insurance coverage, etc. Specific information covering these areas shall be available to teachers from the business office and school.

Day Trips (including ‘Walking Trips’)

A field trip is approved once all steps have been completed with the appropriate documentation. Planning and communication of the field trip should not begin until Step 6 is completed.

Step 1: Complete Field Trip Approval Request form, a parent communication cover letter must be included.

Step 2: Submit the form to the building principal or athletic director.

Step 3: School administrator reviews the form and ensures that all appropriate documentation is completed.

Step 4: All forms are then submitted to the Assistant Superintendent’s office at least **35 school days prior** to the date of the field trip.

- Contact Human Resources to review the amount of prior sub requests
- Reference prior requests for professional development, district meetings, prior approved field trips and any other school calendar events
- Review alignment to the curriculum
- Review the chaperone to student ratio ensuring 1:10-15

Step 5: Once approved by the Assistant Superintendent, the forms will be submitted within **5 school days** to the Director of Finance and Operations for review.

- Transportation scheduling issues (if any)
- Funding constraints (if any)
- Confirm insurance coverage

Step 6: If approved, the Finance and Operations office will make and distribute copies of the forms within **5 school days** to:

- Principal or Athletic Director
- Requesting Teacher (based on signature on the FT Request Form)
- Bus Garage
- Human Resources
- Assistant Superintendent

Step 7: The dates of the approved Field Trip should be added to the school and district calendars.

- School administrative assistant will notify the cafeteria staff of the number of students attending the field trip.

Overnight Trip (including International)

A field trip is approved once all steps have been completed with the appropriate documentation. Planning and communication of the field trip should not begin until Step 9 is completed.

Step 1: Complete Field Trip Approval Request form, a parent communication cover letter must be included.

Step 2: Submit the form to the building principal or athletic director.

Step 3: School administrator reviews the form and ensures that all appropriate documentation is completed.

Step 4: All forms are then submitted to the Assistant Superintendent's office at least 6 months prior to the date of the field trip. (*International trips 8 months)

- Contact Human Resources to review the amount of prior sub requests
- Reference prior requests for professional development, district meetings, prior approved field trips and any other school calendar events
- Review alignment to the curriculum
- Review the chaperone-to-student ratio ensuring 1:7 (subject to administration review)

Step 5: After pre-approval is provided by the Assistant Superintendent, the forms go to the Director of Finance and Operations for review.

- Transportation scheduling issues (if any)
- Funding constraints (if any)
- Confirm insurance coverage

- Determine if a nurse is required on the trip

Step 6: After pre-approval is provided by the Finance and Operations department the packet is returned to the Assistant Superintendent.

Step 7: The pre-approved overnight field trip documentation is presented to the Board of Education Curriculum Subcommittee.

Step 8: The overnight field trip documentation is presented at the monthly full Board of Education meeting for final approval.

Step 9: A final copy of the overnight field trip documentation will be provided to:
Principal or Athletic Director

- Requesting Teacher (based on signature on the FT Request Form)
- Bus Garage
- Human Resources

Step 10: The dates of the approved Overnight Field Trip should be added to the school and district calendars.

- School administrative assistant will notify the cafeteria staff of the number of students attending the field trip.

Use of Chartered Buses

All chartered buses used for Weston field trips must be appropriately registered with the State Motor Vehicle Department and appropriately insured.

Use of Private Automobiles on School Trips

The use of private automobiles on school trips is discouraged under normal circumstances.

When private vehicles need to be used, they shall be used only under the following conditions:

1. The process for approval of field trips has been followed.
2. Students are not drivers.
3. Seatbelts are provided for all passengers.
4. The licensed driver submits the “Verification of Liability Insurance” form and the “Verification of Driver Record” form prior to the trip.

Regulation approved: September 21, 1992

Regulation revised: April 27, 2004

Regulation revised: _____, 2023

GIFTS, GRANTS AND BEQUESTS TO THE DISTRICT

Gifts of personal property ~~to~~to the district, including monetary donations that meet criteria set forth in the administrative regulations established in accordance with this policy, are welcomed and encouraged.

The Superintendent of Schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The school principal may approve gifts to a school that are valued at \$500 or under and meet criteria established by the administrative regulations established in accordance with this policy. The Superintendent of Schools must accept ~~gifts~~ gifts that are valued over \$500 and meet criteria established by the administrative regulations established in accordance with this policy.

The Superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$500. The Superintendent shall inform the Board of Education of any gift valued at more than \$500 that has been accepted by the district.

If the Superintendent determines that a gift fails to meet the criteria established in the administrative regulations, the Superintendent shall inform the Board of Education. Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate, with a statement indicating the reason for rejection of such gift.

Legal Reference:

Conn. Gen. Stal. § 10-237

Policy Adopted: February 5, 1990

Policy Revised: July 16, 2007

Policy Revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, Connecticut

ADMINISTRATIVE REGULATIONS REGARDING GIFTS, GRANTS AND BEQUESTS TO THE DISTRICT

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by die Board of Education.

To be accepted, a gift must be used for the educational benefit of students and satisfy the following criteria:

- Have a purpose consistent with the purposes of the school district
- Will not begin a program that the Board of Education would be unwilling to take over when the gift or grant funds are exhausted
- Would not bring unanticipated costs to the school district
- Will place no restrictions on the school program
- Will be suitable for use in meeting the instructional needs of the school
- Will not be inappropriate or harmful to the best educational interests of students, as determined by the administration
- Will not imply endorsement of any business or product
- Will not be in conflict with any provisions of the school code or public law

All gifts, grants and bequests shall become school district property.

Regulation Adopted: February 5, 1990

Regulation Revised: July 16, 2007

Regulation Revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, Connecticut

GIFTS, GRANTS AND BEQUESTS TO THE DISTRICT

Purpose and Overview

The Weston Public Schools have benefited from the generosity of third party groups, organizations, and individuals who have made gifts, grants, and bequests to the school district ("Gifts") - monetary contributions as well as physical objects - through fundraising initiatives or otherwise. Gifts may be received from a number of benefactors including school-based organizations, students and their families, community members, outside individuals, organizations, booster clubs, foundations, governmental agencies, employees, agencies, or any number of other sources.

The Board of Education recognizes that Gifts and fundraising initiatives can enhance the educational experience, but that Gift-giving and fundraising require close oversight by the Superintendent to ensure that they are consistent with the Board's educational objectives and policies and applicable law. The Board of Education further recognizes its legal responsibility to provide facilities, equipment, supplies, materials, and staff adequate to maintain its regular instructional program, and cannot, therefore, accept Gifts which could be interpreted as an assumption of this function on the part of the donor. The Board reserves the right, then, to specify the manner in which Gifts are made, to define the type of Gift which it considers appropriate, to reject those which it deems inappropriate, unsuitable, and/or in conflict with the Board's educational objectives and/or policies and/or applicable law, and to remove, dispose of, or modify those that become unwanted or obsolete as conditions warrant.

Types of Gifts Encouraged and Discouraged

Gifts of personal property to the district, including monetary donations, that meet criteria set forth in the administrative regulations established in accordance with this policy are welcomed and encouraged.

Gifts which seek to provide enhancements to the educational or extracurricular experience of the Board's students should be appropriately encouraged, as should Gifts which duplicate certain material resources and, therefore, accelerate the attainment of educational goals. In general, the Board of Education will not accept Gifts that are inconsistent with the policies, practices, programs, standards, and interests of the Board and its schools and/or applicable law (including, without limitation, the requirement that school districts operating or sponsoring athletic programs provide equal athletic opportunities for members of both sexes). Moreover, Gifts that will add to the ongoing maintenance requirements of the schools are not encouraged.

Receipt, Acknowledgement, Acceptance, and Reporting of Gifts

Monies received by the Board of Education as Gifts through fundraising efforts or otherwise are public funds and must be safeguarded accordingly. Therefore, the Superintendent or his/her designee shall establish school activity funds to handle such funds, and such funds must be deposited in the appropriate school activity fund(s). All applicable Board of Education policies must be followed when funds are to be raised through the use of students and Board facilities. All Gifts shall become school district property.

Any Gift valued at \$499.99 or less must be approved by the Superintendent or building principal before being accepted and meet criteria established by the administrative regulations established in accordance with this policy. Any Gift valued at \$500 to \$2,000 must be approved by the Superintendent before being accepted and meet criteria established by the administrative regulations established in accordance with this policy. The Superintendent shall inform the Board of Education of any Gift valued at \$500 or more that has been accepted by the district. Any Gift valued at \$2,000 or more must be approved by the Board of Education before being accepted and meet criteria established by the administrative regulations established in accordance with this policy.

The Board of Education, Superintendent, and/or building principal (as applicable) shall acknowledge and express appreciation for all Gifts whether accepted or not. Any Gift rejected by the Board of Education, Superintendent, and/or building principal (as applicable) shall be returned to the donor or the donor's estate, with a statement indicating the reason for rejection of such Gift.

All Gifts made to the Weston Public Schools come under the direction and control of the Board of Education and are subject to the same regulations that govern the use of district resources.

The Superintendent shall develop administrative regulations governing the procedures for evaluating Gifts and fundraising initiatives intended to benefit the Weston Public Schools.

Legal Reference:

Conn. Gen. Stal. § 10-237

Policy Adopted: February 5, 1990
Policy Revised: July 16, 2007
Policy Revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, Connecticut

ADMINISTRATIVE REGULATIONS GIFTS, GRANTS AND BEQUESTS TO THE DISTRICT

Consultation:

Potential donors to the system as a whole consult with the Superintendent. Donors to individual schools consult the Principal. The Superintendent or Principals determine if the gift is desired, or, if cash, how the gift will be used.

Gifts Valued \$499 and Under:

1. Minor gifts valued \$499 or under require approval by the Superintendent or building principal before being accepted however, do not require formal action by the Board of Education
2. The Superintendent should be informed of all gifts.
3. Minor gifts that have an impact on the curriculum, introduce new programs or procedures, produce inequity among the schools or add equipment that would incur further costs to the school system require approval of the Superintendent.

Gifts Valued \$500 to \$2,000:

1. All gifts valued from \$499 to \$2000 require approval by the Superintendent and formal acceptance by the Board of Education.
2. The Principal should submit documentation to the Superintendent to include identification of the donor, the amount of the gift (or, if tangible goods rather than cash, an itemized of the gift) and its potential use.
3. If the Superintendent approves, gifts will be placed on a Board agenda for formal acceptance

Gifts Valued Over \$2,000:

1. All gifts valued at over \$2000 must be approved by the Board of Education before being accepted.
2. The Principal should submit documentation to the Superintendent to include identification of the donor, the amount of the gift (or, if tangible goods rather than cash, an itemized of the gift) and its potential use.
3. If the Superintendent approves, gifts will be placed on a Board agenda for approval.
4. If the Board approves, the gift can be accepted from the donor.

Acquisition of Designated Items:

Except in special cases approved by the Superintendent, although funds may be designated for certain purposes, gifts should be given in the form of funds, and actual items to be purchased should be selected by school personnel in consultation with the gift-giver.

Purchase:

Board of Education purchasing procedures, including bidding, when required, should be used for all acquisitions.

Regulation Adopted: February 5, 1990
Regulation Revised: July 16, 2007
Regulation Revised: _____, 2023

WESTON PUBLIC SCHOOLS
Weston, CT

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