

BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

**Policy Committee Meeting Minutes**  
**Tuesday, November 1, 2022**  
5:00 PM  
501 Kings Highway East

**In attendance:**

Ms. Jennifer Maxon-Kennelly, Ms. Jennifer Jacobsen, Ms. Carol Guernsey, Dr. Zakia Parrish, Dr. James Zavodjancik (left at 6:45pm), Ms. Courtney LeBorious, Ms. Kristen Hardiman

Call to Order – Ms. Maxon-Kennelly called meeting to order at 5:05pm.

Approval of October 11, 2022 meeting minutes – Approved by a 3-0 vote.

**Policy:**

3280 Gifts, Grants & Bequests

Ms. Guernsey thanked Ms. LeBorious for meeting with her to craft the language changes to this policy. Ms. Guernsey wanted to ensure this policy is welcoming and not prohibitive. Ms. LeBorious stated after completing some research, she increased the dollar amounts to the thresholds for gift giving to the schools. Ms. LeBorious increased the threshold for elementary schools to \$5,000, and \$10,000 for the secondary schools.

Ms. Maxon-Kennelly asked Ms. LeBorious about her research relating to the threshold dollar amounts. Ms. LeBorious explained that her research indicated at the elementary level most items over the \$2,000 threshold pertained to field trips. At the middle and high school levels, most items pertained to bus trips.

Ms. Guernsey asked if the definition of a “gift” could be taken out of the regulations and put back into the policy.

Ms. Maxon-Kennelly recommended adding language pertaining to principals submitting a bi-annual report of their schools’ gifts.

Ms. Maxon-Kennelly asked Ms. LeBorious to provide a draft of the recommended changes to this policy to PTA Council for their meeting on November 15, 2022. Ms. Maxon-Kennelly also asked for

APPROVED 11/29/2022

the revised draft without red-lined language for the next Policy committee meeting on November 29, 2022.

### 1324 Fund Raising

Ms. Jacobsen recommended moving the first sentence in the previous version, under Purpose and Overview, to the beginning of the revised policy as an “introduction” to this policy. Ms. Jacobsen also recommended moving the regulations into policy, excluding the regulations completely.

The committee discussed the approval process for fundraising and whether or not an approval is necessary. The committee agreed no approval is needed; however, the school principal should be aware of all fundraising in the school.

The committee also recommended changing the title of this policy to include the words “School-Sponsored” Fundraising.

Ms. LeBorious stated she will provide a revised draft of this policy for the November 29, 2022 policy committee meeting.

### 1324.2 Fundraising and Solicitation Sports Booster Clubs

Ms. Maxon-Kennelly asked Ms. LeBorious why the policy number she provided on her handout is different than the policy number on the agenda. Ms. LeBorious stated she will check on the policy number for clarification.

The committee agreed to hold off inviting the Athletic Directors to the next policy meeting until this policy is revised and closer to a final draft.

### Student Activities

Ms. LeBorious stated she does not believe a Student Activities policy is necessary since this topic will be covered in the School-Sponsored Fundraising policy.

### Open Discussion/Public Comment

Ms. Katie Flynn, PTA Council President. - Ms. Flynn spoke to the Gifts and School Fundraising policies.

Adjournment - Ms. Maxon-Kennelly adjourned the meeting at 7:15pm.