

# The Bottom Line

A monthly newsletter brought to you by the Business Office.

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## Quick Links to Important Information



[Business Office Contact Information](#)



[Collective Bargaining Agreements and Deadlines](#)



[Employee Information](#)



[School Committee Policies](#)

## Season of Giving



As the holiday season approaches, it is important to review the [state ethic laws](#) on gift acceptance. Public employees cannot accept a gift with a value of \$50 or more. A recent exemption for teachers provides the following: A teacher may accept a class gift and also individual gifts from persons who did not contribute to the class gift. Unlike class gifts, which are not required to be disclosed, individual gifts must be disclosed ([disclosure form](#)) if, based on the specific circumstances, a reasonable person might think that the teacher's actions would be influenced by the gift. Please review the laws specific to [teachers](#).

## Budget Process



The FY'18 Superintendent's Recommended Budget will be released at the School Committee meeting on January 9, 2017. A copy of the presentation, and the full document, will be available on-line the following day. Once the budget is published, the School Committee' Budget Subcommittee (Alex Cobb and Danielle Black), Finance Committee members (Sandy Metreaux, Jim Philipkosky, and Lisa Reitano), Ashley Lopes and Cindy Mahr meet regularly throughout January and February to review the budget. All meetings are open to the public and posted 48 hours in advance on our web site.

## Public Gift Policy (Sch. Comm. Policy: KCD)



In summary, the School Committee policy provides the following guidance: The Superintendent shall have the authority to accept gifts on behalf of the school system if they are valued up to \$1,000. The Superintendent may, at his/her discretion, delegate to a Principal the authority to accept gifts of up to \$100 offered to the Principal's school. *Any offers of gifts valued at more than \$1,000 shall be voted upon by the School Committee acting on the recommendation of the Superintendent.* Please contact Cindy at ext. 5230, or a member of the School Committee, for more information.

## FERPA: What's important?



The [Family Educational Rights and Privacy Act \(FERPA\)](#) states that educational institutions who receive U.S. Department of Education funds may not have a policy or practice of denying parents and eligible students the right to:

Inspect and review education records within 45 days of request; seek to amend education records believed to be inaccurate; or consent to the disclosure of personally identifiable information.

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