The Bottom Line

A monthly newsletter brought to you by the Business Office.

VOL. 1, ISSUE 2 10.1.16

Quick Links to Important Information

Business Office Contact Information

Collective Bargaining Agreements and Deadlines

Employee Information

School Committee Policies

Let's PLAN for the FY'18 Budget

FY'18 budget planning begins this month. The October 1st student count is the basis for the enrollment projection for FY'18 and beyond. If you have a need within your classroom, grade, department, please have a conversation with your building principal. Building principals will put forward their prioritized budget recommendations before Thanksgiving break.

Did you know?

Chapter 28 of the Acts of 2009, the ethics reform law, imposes education and training requirements on public employers and public employees. The requirements can be summarized as follows: Each year, every state, county, and municipal employee must be given a summary of the conflict of interest law prepared by the Ethics Commission and, every two years, they must complete an online training program prepared by the Commission. Please complete the on-line training and submit the completion certificate to Human Resources. Human resources will notify you if your certificate has expired.

How are emergency orders handled?

If you have to place an emergency order, here are the steps to take: 1.) Enter the order into Munis; 2.) Call Ashley Lopes (ext. 5236) or Cindy Mahr (ext. 5230) for approval. It is recommended that you also send an e-mail notifying us of the emergency. The requisition will be reviewed and processed as quickly as possible. If one of us is available, a purchase order can be generated in a couple of minutes. Once printed, the order can be faxed to the vendor.

Need a Notary Public?

A Notary Public is an official appointed by the Secretary of State to serve the public as an impartial witness in performing a variety of official fraud-deterrent acts related to the signing of important documents. So, who is a Notary Public in Weston?

Case House:
Cindy Mahr, mahrc@weston.org (ext. 5230)

Weston High School:
Christine Wadsworth, wadsworthc@weston.org (ext. 5821)

Town Hall:
Debbie Davenport, davenport.d@westonmass.org (ext. 5010)
Dianne Poole, poole.d@westonmass.org (ext. 5010)

Simply call and make an appointment; we are happy to help.

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