

# The Bottom Line

A monthly newsletter brought to you by the Business Office.

VOL. 2, ISSUE 5

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## Quick Links to Important Information



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## 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](#).

## FY'19 Superintendent's Recommended Budget



The FY'19 Superintendent's Recommended Budget will be released at the School Committee meeting on January 8, 2018. 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 (Keith Johnson, John Sallay, 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 Mahr at ext. 5230, or a member of the School Committee, for more information.

## Use of Personal Credit Cards



Reimbursements for purchases made with a personal credit card are only reimbursable under the following conditions:

1. Prior approval has been granted by the Principal AND an approved Purchase Order has been processed (vendor is the employee).
2. There are no other vendors who can provide these services / supplies to the district through our purchasing process or the pricing is favorable.
3. Reimbursement amounts are limited to \$250.00.

Questions about this process should be directed to Cindy Mahr (ext. 5230).

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