



Policy Committee Meeting
Tuesday, October 6, 2026
9:00 AM
Zoom Webinar

- I. Call to Order, Verification of Quorum
- II. Approval of minutes: September 1, 2026 Policy Committee Meeting.
- III. Discussion regarding policy/regulation returned to committee for review:
 - P 3000 Concept and Roles in Business and Non-Instructional Operations
 - P 3120 Budget Development and Preparation
 - P 3313 Relations with Vendors
 - P 3434 Periodic Audit
 - P/R 5118 Non-Resident Students Tuition (continued discussion)
 - P/R 3250 Materials, Service Fees, Charges
- IV. Discussion regarding policy/regulations for committee review:
 - P 3313.1 Local Purchasing
 - P 3313.3 Performance Bonds
 - P 3320 Purchasing Procedure
 - R 3320 - Purchasing Procedure
 - R 3324 Ordering Goods and Services - Purchase Orders
 - P 3326.1 - Payroll Procedure and Authorized Signatures
 - P 3326.3 Approval of Payment Listing
- V. Discussion regarding policy/regulation review at the next meeting
- VI. The next scheduled meeting of the Policy Committee: November 3, 2026, 9:00 AM, via Zoom.
- VII. Adjournment



Policy Committee Meeting

Tuesday, September 1, 2026

9:00 AM

Zoom Webinar

Present: David Felton, Sharon Ferraro, Michael Guido. Present: 3.

I. Call to Order, Verification of Quorum

Additional Attendees:

Erica Forti, Superintendent of Schools, Phil Cross, Chief Finance and Operations Officer, James Wiltsie, Director of Safety & Security; Jodi Sacchetta, Board Clerk

The meeting was called to order at 9:02 AM

Move that the September 1, 2026 Policy Committee meeting is hereby called to order Unseconded with a motion by Ferraro, Sharon.

II. Approval of minutes: June 1, 2026 Policy Committee Meeting.

Move that the minutes of the June 2, 2026 meeting were presented for review. There being no corrections, the minutes were approved as presented Carried with a motion by Felton, David and a second by Guido, Michael.

David Felton: Yea, Sharon Ferraro: Yea, Michael Guido: Yea
Yea: 3, Nay: 0

III. Discussion regarding policy/regulation revisions:

- **P 3000 Concept and Roles in Business and Non-Instructional Operations**
- **P 3110 Budget Planning and Priorities**
- **P 3111 Fiscal Year**
- **P 3120 Budget Development and Preparation**
- **P 3150 Budget Adoption**

- **P 3160 Transfer of Funds Between Categories; Amendments**
- **P 3250 Materials, Services Fees, Charges**
- **R 3250 Materials Fees**
- **P 3313 Relations with Vendors**
- **P 3434 Periodic Audit**
- **P 5118 Non-Resident Students, Tuition Fees**
- **R 5118 Non-Resident Attendance and Tuition Fees**
- **P 5142.3 Motorized Bicycle and Personal Transportation Device**
- **R 5142.3 Motorized Bicycle and Personal Transportation Device**

P 3000 – Concept and Roles in Business and Non-Instructional Operations

The Committee had no substantive concerns. Policy will move forward for Board review.

P 3110 – Budget Planning and Priorities

Policy will move forward for Board review.

P 3111 – Fiscal Year

Policy will move forward for Board review.

P 3120 – Budget Development and Preparation

Policy will move forward for Board review.

P 3150 – Budget Adoption (formerly "Board Budget Procedures and Line Item Transfers")

. Policy will move forward for Board review.

P 3160 – Transfer of Funds Between Categories; Amendments (New Policy)

Policy will move forward for Board review.

P 3250 – Materials, Services Fees, Charges / R 3250 – Materials Fees

Erica Forti proposed folding the substantially duplicative regulation (R 3250) into policy P 3250 and eliminating the standalone regulation. Jodi Sacchetta identified that the draft, as written, authorized the principal to withhold a student's diploma, and advised that Weston Public Schools cannot legally withhold an earned diploma, though it may withhold a student's participation in graduation ceremonies. The Committee agreed to remove "diplomas" from the list of items the principal may withhold and replace it with "participation in graduation." David Felton also recommended retitling the "Copies of Records" section to clarify that it addresses student records rather than general public-records

(FOIA) requests; the Committee agreed to revise the heading and related text to reference "public student record(s)." With these edits, the policy will move forward for Board review and R 3250 will be eliminated, with its remaining language incorporated into the policy.

P 3313 – Relations with Vendors

Policy will move forward for Board review.

P 3434 – Periodic Audit

Policy will move forward for Board review.

P 5118 – Non-Resident Students, Tuition Fees / R 5118 – Non-Resident Attendance and Tuition Fees

This item returns from prior Board discussion regarding whether non-resident tuition consideration, currently available to certified and non-certified staff, should be extended to additional groups, including coaches (part-time, stipended positions) and municipal/town employees. The Committee discussed the topic at length, including:

- Whether extending the benefit could affect classroom capacity, and how the district would prioritize competing applications for a limited number of available seats;
- Whether eligibility should be tied to full-time, benefits-eligible employment status – consistent with practice in comparable districts such as Greenwich – which would exclude stipended coaches;
- Possible tuition rate levels for any new eligible category, with discussion ranging from 25% to 50% of the standard non-resident tuition rate (for comparison, Greenwich charges 15% for its own school employees and 25% for town employees, while Weston currently charges 25% for staff);
- Whether the district can legally differentiate tuition rates or eligibility among different categories of town employees (e.g., police department only versus all municipal employees), which Jodi Sacchetta noted may require legal review; and
- Current enrollment context. No decision was reached. Erica Forti will informally gauge interest, beginning with the Police Department, and will draft proposed language for the Committee's consideration at a future meeting. Separately, the Committee agreed that R 5118 should be revised to clarify, consistent with current practice, that eligible certified and non-certified staff must be full-time employees receiving benefits; Jodi Sacchetta will update the language accordingly. This item will return to the Committee.

P 5142.3 / R 5142.3 – Motorized Bicycle and Personal Transportation Device (New Policy and Regulation)

James Wiltsie presented this new policy and regulation, developed in coordination with the Weston Police Department, to address the increased presence of e-bikes, e-scooters, hoverboards, and similar motorized devices on district property. Mr. Wiltsie noted that the district currently has no enforceable policy on this topic, relying only on informal notices to families. The Committee discussed the draft at length without reaching final resolution, raising a number of potential revisions for Mr. Wiltsie to incorporate. The Committee asked Mr. Wiltsie to revise the draft to incorporate a "transiting to and from school" allowance, a responsible-use section distinguishing scooters from e-bikes, and the parent permission/registration concept discussed, for further Committee review. This item will return to the Committee.

IV. Discussion regarding policy/regulation review at the next meeting

Michael Guido requested a status overview of all policies currently under review, noting that a substantial number remain outstanding across the 3000, 4000, and 5000 series. Jodi Sacchetta will provide a document for the committee to review.

V. The next scheduled meeting of the Policy Committee: October 6, 2026, 9:00 AM, via Zoom.

VI. Adjournment

The meeting adjourned at 10:32 AM.

Move that the September 1, 2026 Policy Committee meeting be adjourned. Carried with a motion by Ferraro, Sharon and a second by Guido, Michael.

David Felton: Yea, Sharon Ferraro: Yea, Michael Guido: Yea
Yea: 3, Nay: 0

Respectfully submitted by:



Jodi Sacchetta, Board Clerk

P 3000

Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that the fiscal management comprises the foundation of the school district's educational programs and shall work with town boards and elected officials to provide adequate appropriations in support of these programs. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Develop long-range educational and financial plans to provide appropriate educational programs for students within the community's ability to pay.
3. Explore all sources of financial support.
4. Guide the expenditure of funds so as to extract the greatest educational returns.
5. Establish top quality, accepted accounting and reporting procedures.
6. Work cooperatively with other appropriate governmental agencies and officials.

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources, and to environmentally support the efforts of the staff to provide a good education.

~~The Board of Education recognizes that finances and financial management are critical to the support of the whole school program. To make that support as effective as possible, the Board of Education shall:~~

- ~~1. Encourage advance planning through the best possible budget procedures.~~
- ~~2. Explore all practical sources of financial support.~~
- ~~3. Guide the expenditure of funds so as to extract the greatest educational returns.~~
- ~~4. Establish top quality accounting and reporting procedures.~~
- ~~5. Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.~~

Non-Instructional Operations

~~The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.~~

Policy adopted: February 5, 1990

Policy revised:

Weston Public Schools Weston, Connecticut

P 3120

Budget Development and Preparation Responsibility

The Superintendent of Schools shall direct the preparation of the recommended annual budget. To make the budget a comprehensive reflection of the financial needs of the school system, representatives of the community, students, certified and non-certified staff, and administrative staff shall be involved in the budget process. Procedure for such involvement shall be developed by the Superintendent of Schools and implemented by the Superintendent's office following review by the Board of Education.

The Board of Education shall review the Superintendent's proposed budget at one or more budget meetings and make changes as the majority of the Board may desire.

All Board of Education budget meetings are public meetings, and the public is encouraged to attend and contribute to the budget development process within guidelines for public participation at Board of Education meetings.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.

Policy adopted: February 5, 1990

Policy revised:

Weston Public Schools Weston, Connecticut

~~Procedures and responsibilities for annual preparation of the Board of Education budget are outlined below:~~

- ~~1. A budget calendar will be prepared by the Superintendent and/or his/her designee.~~
- ~~2. The Superintendent and/or his/her designee will prepare a set of procedures which will guide the administration in its formulation of the budget.~~
- ~~3. The Superintendent and/or his/her designee will prepare budget worksheets and forms which will be used in the preparation and documentation of budget requests. The Superintendent and/or his/her designee will also provide the administration with guidelines necessary or appropriate for the development of the budget.~~
- ~~4. There are several account areas within the budget for which an allocation guideline will not be given. The procedures involved in budgeting for these areas are as follows:~~
 - ~~A. Salaries - Requests for additional staff will be reviewed with the Superintendent. Personnel sections of the budget will be estimated by the business office.~~
 - ~~B. Budgets for Substitute Staff - A budget for all substitute staff will be calculated by the business office. Any requests for additional substitute services, other than that which would be afforded by the district-wide formula, should be forwarded~~

~~to the Superintendent and the business manager prior to inclusion within the budget.~~

~~C. Budgets for Social Security and employee benefits will be calculated by the business office.~~

~~D. Budgets for utilities will be calculated by the business office.~~

~~E. Budgets for the maintenance of buildings and grounds will be developed by the supervisor of buildings and grounds in conjunction with the school principals. The two parties will be required to meet and to set maintenance priorities for a particular school. Both parties will be required to sign off on the proposed priority list, which will become the basis of the budget request. This will then be reviewed by both the Superintendent and the business manager.~~

~~F. All custodial supply and equipment budgets will be prepared by the supervisor of buildings and grounds.~~

~~G. All equipment budgets will be zero-based and will be prepared using the forms which have been provided.~~

~~H. The budget for Out-of-District placement of students will be prepared by the director of special services.~~

~~I. Several other accounts, which are not related to enrollment (e.g. Dues & Fees), still will need to be completed within the budgets. The general guidelines for these will be the actual known cost if available or an inflationary increase above the current budget or prior year's expenditure.~~

~~5.—~~

~~A. The business manager is responsible for the preparation of a rough draft of the budget as a whole.~~

~~B. The Superintendent, with the advice of the administrative council, is responsible for the budget as recommended by the Board of Education and for the initiation of changes resulting from review by the Board.~~

~~6. Following approval by the Board of Education, the completed budget is submitted to the Board of Selectmen and is then transmitted to the Board of Finance as stipulated in the Town Charter.~~

P 3313

Relations with Vendors

General

The Board of Education wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

Members of the Board of Education and employees shall avoid any conflict between personal interests and the interests of the school system in dealing with suppliers, contractors, and all organizations or individuals doing, or seeking to do, business with the school system.

Although some suppliers offer gifts to employees at different times- which are not intended to influence the school system's procurement practices- noone employed buy or officially connected with the school district may accept gifts from vendors exceeding \$ __ ~~the Board of Education requests that vendors not place on their gift lists the names of individuals employed by, or officially connected with, the school system.~~

~~SUGGESTION TO KEEP THIS LANGUAGE: No employee shall endorse any product of any type or kind in such manner as will identify him/her in any way as an employee of the district.~~

Policy adopted: February 5, 1990

Policy revised:

Weston Public Schools Weston, Connecticut

~~The district shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery with past service being a factor if all other considerations are equal.~~

~~The schools shall not solicit funds or materials from vendors. No purchase will be made from an employee of the school district, nor from a member of the immediate household of an employee of the school district.~~

~~No purchase, except for public utilities, will be made from a member of the Board of Education, nor from a member of a Board member's immediate household.~~

P 3434
Periodic Audit

An audit of all accounts of the school system shall be made annually by an independent public accountant selected by the Town of Weston.

The audit shall include all funds of the school system including appropriated budget funds, all student activity funds and cafeteria funds and accounts, and all other funds under the control or jurisdiction of the Board of Education. The audit shall identify all expenditures by source of funds, and shall contain:

1. A statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut; and
2. A summary of audit exceptions and management recommendations.

It shall be expected that the independent public accountant will hold an "exit interview" with the Superintendent, Business Manager, and, if possible, one Board of Education member with a financial background.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits.

7-393 Working papers of accountant; preservation for inspection.

10-260a Auditing of state grants for public education.

Policy adopted: February 5, 1990

Policy revised:

Weston Public Schools Weston, Connecticut

~~An audit of all accounts of the school district shall be provided for by the municipality in conjunction with the audit of the municipality's accounts and shall be made annually by an independent public accountant.~~

~~The audit shall include all funds of the district, including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the state of Connecticut and (2) a summary of audit exceptions and management recommendations.~~

~~The annual audit shall be placed on the agenda of the Board of Education at a regularly scheduled public meeting and shall be reviewed by the Board of Education.~~

Legal Reference: Connecticut General Statutes

~~[7-391](#) et seq. Municipal Auditing Act (including school districts as "audited agencies")~~

~~[7-392](#) Making of Audits~~

~~[10-260a](#) Auditing of state grants for public education~~

Policy adopted: February 5, 1990

Policy revised:

Weston Public Schools Weston, Connecticut

P 5118

Students

Non-Resident Students, Tuition Fees

The Weston Board of Education (the “Board”) recognizes the potential benefits to the student body and the community of admitting non-resident students to participate in the educational programs of the Weston Public Schools.

The Board authorizes the Superintendent of Schools or designee to accept non-resident students for admission on a tuition basis, subject to the conditions set forth in administrative regulations. Applications for admission shall be submitted in writing to the Superintendent.

Admission of non-resident students shall be at the discretion of the Superintendent or designee and may be granted when space is available in existing classes or programs, and when such admission will not require the employment of additional staff or the expansion of existing programs.

As a condition of enrollment, the parent(s)/guardian(s) of a non-resident student, or the student if of the age of majority, shall enter into a written agreement with the Board establishing the terms and conditions of attendance. Such agreement shall include, among other provisions, that the student’s right to attend Weston Public Schools may be terminated at the discretion of the Superintendent or designee for violation of school or district policies.

Parent(s)/guardian(s) shall be responsible for providing transportation to and from school unless otherwise permitted under administrative regulations.

Non-resident students shall be charged the tuition rate established by the Board, in addition to any costs for programs and services provided beyond the general education curriculum, as determined by the Superintendent or designee.

Enrollment of non-resident students shall be for a period not to exceed one (1) school year and shall be subject to annual reapplication, review, and approval.

Participation of a non-resident student, including payment of tuition, shall not be construed as establishing residency within the Town of Weston or eligibility for resident status.

Legal References: Connecticut General Statutes

10-4a Educational interests of state defined.

10 35 Notice of discontinuance of high school service to nonresidents.

10 253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

Policy Adopted: June 15, 2026

Weston Public Schools, Weston CT

R 5118

Students

Non-Resident Attendance and Tuition Fees

General Provisions

The Superintendent of Schools or designee may approve the admission or continued enrollment of non-resident students on a tuition basis, subject to class size, program capacity, and resource availability.

Admission shall be at the sole discretion of the Superintendent.

No additional staff shall be hired to accommodate the enrollment or continued enrollment of non-resident students.

The Superintendent or designee shall determine school placement and class assignment. Admission of non-resident students shall be for one (1) school year or less.

Students must reapply annually. Continued enrollment shall be contingent upon:

- Compliance with Board of Education policies and school rules;
- Satisfactory attendance and academic progress;
- Appropriate conduct; and
- Continued availability of space and resources.

The Superintendent or designee may terminate a non-resident student's enrollment at any time if such enrollment is determined not to be in the best interest of the student or the school system.

Application for admission and continued enrollment shall be made in writing on forms provided by Weston Public Schools. The Superintendent or designee may require additional information or administrative review, including an interview with school personnel.

No non-resident student shall be permitted to attend school until tuition payment has been received in accordance with this regulation.

Non-resident students shall not be entitled to transportation services.

Non-resident students participating in the Open Choice Program may be admitted in accordance with applicable state law.

Payment of tuition for a non-resident student shall not be construed as establishing residency within the Town of Weston or eligibility for resident status in Weston Public Schools.

Tuition and Fees

Tuition rates shall be established annually by the Board of Education.

Tuition shall be prorated on a per diem basis for students enrolling after the start of the school year or withdrawing prior to its completion, based on a one-hundred-eighty (180) day school year.

Tuition shall be paid as follows:

- One-half (1/2) of the annual tuition shall be due prior to the first day of attendance;
- One-half (1/2) shall be due on or before January 15.

Non-resident students shall not be permitted to attend school until the initial tuition payment is received and shall not be permitted to continue attendance beyond January 15 unless full payment has been made.

In the event of a voluntary or involuntary withdrawal:

- Tuition paid may be refunded on a prorated basis;
- Any unpaid tuition shall remain the obligation of the parent(s)/guardian(s).

Special Education and Additional Services

Enrollment of a non-resident student shall not obligate the Board of Education to provide special education programs or services beyond those available in the regular education program.

Weston Public Schools shall not serve as the responsible local educational agency (LEA) for non-resident students. The student's district of residence shall remain responsible for ensuring compliance with all state and federal requirements, including the provision of a free appropriate public education (FAPE).

If special education or additional services are provided, any additional costs for these services shall be invoiced and payable within thirty (30) days, and overpayments shall be refunded.

Children of Certified and Non-Certified Staff

Children of certified and non-certified staff (full-time employees receiving benefits) may be admitted upon written request and the Superintendent's approval.

Tuition for such students shall be assessed at twenty-five percent (25%) of the standard non-resident tuition rate.

Payment may be made:

- In accordance with the standard tuition schedule set forth in Tuition and Fees, or
- Installments via payroll deduction: tuition payments will be deducted in twenty (20) equal installments from the employee's paycheck, consistent with the district's payroll deduction schedule. There is no option to pay by check if this installment option is selected.

Children of certified and non-certified staff shall be subject to the same provisions governing special education and additional services as all other non-resident students. In the event such services are required:

- The full cost of special education and/or additional services shall be paid by the parent/guardian in addition to the reduced tuition rate;
- All provisions set forth in the Special Education and Additional Services of this regulation shall apply.

In the event that the certified or non-certified staff member terminates employment with Weston Public Schools, any student of that individual who remains enrolled in the district for the remainder of the school year shall be subject to the full established tuition rate effective as of the date of employment termination.

Legal References:

Conn. Gen. Stat. 10-261, Definitions

Conn. Gen. Stat. 10-15, Towns to Maintain Schools

Conn. Gen. Stat. 10-220, Duties of Boards of Education

Policy References

5111, Admission/Placement

5111.12, Change of Resident Status

Administrative Regulation References

5111, Admission/Placement

5111.12, Change of Resident Status

5112, Ages of Attendance

Regulation approved: June 17, 1991

Regulation revised: April 9, 2007

Regulation revised: December 16, 2013

Regulation revised: June 15, 2026

Regulation revised:

Weston Public Schools Weston, Connecticut

(Language from Regulation 3250 to include in policy so regulation can be eradicated)

R-3250 Materials Fees

In accord with Board of Education policy, no fees, deposits or other charges not specifically authorized by the Board of Education shall be charged students for books, supplementary materials, supplies or use of school equipment as the Board of Education deems necessary to meet the needs of instruction in its schools. However, students will be charged for damaged or lost textbooks, library materials and other educational materials.

Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel, for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.

Legal Reference

[1-15](#) Application for copies of public records

[10-221](#) Boards of education to prescribe rules

[10-228](#) Free textbooks, supplies, material and equipment

[10-228a](#) Free textbook loans to pupils attending nonpublic schools

[10-229](#) Change of textbooks

Regulation approved: February 5, 1990

Weston Public Schools Weston, Connecticut

P 3250

Materials/Services Fees, Charges

In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

Students will be charged for damaged or lost textbooks, library materials and other educational materials. The Principal is authorized to withhold grades, transcripts, report cards or participation in a graduation ceremony until payment is received or material is returned.

(Language from Regulation 3250 to include in policy so regulation can be eradicated) : Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel, for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.

Copies of Student Records

Any person who applies in writing will receive a plain or certified copy of any public student record. A fee not to exceed fifty cents per page will be established, as provided by law.

THIS IS CABE SUGGESTED LANGUAGE

Copies of Public Records

Any person who applies in writing will receive a plain or certified copy of any public record. A fee not to exceed fifty cents per page will be established, as provided by law.

Legal Reference: Connecticut General Statutes

- 1 15 Application for copies of public records.
- 10 221 Boards of education to prescribe rules.
- 10 228 Free textbooks, supplies, material and equipment.
- 10 228a Free textbooks, supplies, material and equipment.
- 10 229 Change of textbooks.

Policy adopted: February 5, 1990

Policy amended: June 14, 2001

Policy revised:

Weston Public Schools Weston, Connecticut

P 3313.1 Local Purchasing

As a public agency the Board of Education is aware of its responsibility to spend its funds so as to obtain the greatest possible educational value for every dollar spent. **The board of education shall be under no obligation to accept the lowest financial bid if it is deemed in the best interest of the school system.** ~~Therefore, even though the Board will make its purchases locally whenever bids and prices are fully comparable with those of outside bidders, the lowest bid and the lowest price for goods and services will normally be accepted.~~

Policy Adopted: February 5, 1990

Policy Revised:

Weston Public Schools Weston, Connecticut

P 3313.3

Performance Bonds

On all major repairs and equipment requiring installation, a performance bond and a labor and material payment bond shall be obtained from the vendor before a contract is signed. This procedure is required to protect the town from lack of vendor performance and from suit by firms supplying the vendor.

Policy Adopted: February 5, 1990

Policy Reviewed:

Weston Public Schools Weston, Connecticut

P 3320

Purchasing Procedure

The duties of purchasing for the Board of Education shall be directed by the Superintendent of Schools through the school Business Manager who shall conduct all purchase transactions for the district in accordance with the annual budget spending plan.

The Superintendent of Schools shall develop regulations and procedures for the purchasing program of the school system, including ordering, verifying receipt of orders, distribution of materials received, and payment of bills. Every transaction involving the transfer of property shall be by purchase order or formal contract. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

Procedure

The procurement function is one of the major business responsibilities of the Board of Education.

~~The duties of purchasing for the Board of Education shall be centralized under a business manager.~~

The business manager shall conduct all purchase transactions for the district. The business manager shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies.

Four fundamental functions for purchasing are as follows:

1. Buy the proper product for the purpose required.
2. Have the product available when needed.
3. Buy the proper amount of the product.
4. Pay the proper price.

Specifications governing materials are a joint responsibility of the educational and business departments.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.

(cf. 3324 - Ordering Goods and Services (Purchase Orders) Purchasing Procedures)

Policy adopted: February 5, 1990

Policy revised:

The Weston Board of Education recognizes its obligation to deal fairly in its purchasing practices. As stated in 3313, the Board of Education and its employees will not knowingly extend favoritism to any vendor. Each order shall be placed on the basis of quality, price, and delivery. Past service of a favorable nature shall be a factor when other considerations are equal. Inadequate or poor past service shall always be a factor. Competitive bidding shall be practiced wherever feasible and to the advantage of the Weston public school system. Wherever practical, feasible, and to the advantage of the Weston public school system, appropriate advertisements will be placed.

This policy shall also apply to purchases for extracurricular school activities, and for purchases by each school student body.

Every transaction involving the transfer of property shall be by purchase order and formal contract where appropriate.

Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

Specifications governing materials to be purchased are the joint responsibility of instructional and business personnel.

Weston Public Schools Weston, Connecticut

R 3320**Purchasing Procedure**

REQUEST TO ERRADICATE THIS POLICY - Does not currently reflect current process and the policy is more explicit and detailed then the regulation.

No transaction shall be authorized until a purchase order has been issued by the Superintendent of Schools or his/her agent (business manager). A purchase order must originate with the administrators of the various functions of the educational system. The administrator must sign the purchase order to indicate his/her approval of said purchase. The purchase order in its entirety is forwarded to the business office where it will be checked for accuracy and for proper completion prior to the signature of the business manager indicating his/her approval of the purchase.

Regulation approved: February 5, 1990

Regulation sunset:

Weston Public Schools Weston, Connecticut

R 3324

Ordering Goods and Services - Purchase Orders

REQUEST TO ERRADICATE - not current practice and most of this information is either represented in policy 2230 or 3323 soliciting prices (bids and quotations)

Following the approval of the business manager, the purchase order is distributed in the following manner: white sheet sent to the vendor, yellow sheet filed in the Business Office, pink, blue and green sheets returned to the administrator. The pink sheet will be the receiving slip once the items listed on the purchase order have been received in their entirety. The receiver of the shipment will enter on the pink sheet the date the shipment was received along with his/her signature.

In those instances when a partial shipment has been received, a copy of the pink sheet will be used as the receiving slip and will be completed with the date of receipt and the signature of the receiver. The pink sheet or its copy, along with the packing slip or invoice will be submitted to the business office and will be the authorization to process the payment of the invoice. The Administrator will approve the payment with his/her signature and the signing date in the Approved for Payment section. The blue sheet is the file copy for the administrator. The green sheet is a copy that may be filed by the department which will ultimately receive the shipment.

Any purchase initiated by the business manager must be countersigned by the Superintendent of Schools, and all purchase orders in excess of \$25,000.00 must be countersigned by the Superintendent of Schools.

(cf. 3320 - Purchasing Procedures)

Regulation approved: February 5, 1990

Regulation sunset:

Weston Public Schools Weston, Connecticut

P 3326.1

Payroll Procedure and Authorized Signatures

The Superintendent of Schools or designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll coordinator shall be authorized to make all deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Board of Education. Each payroll and other orders for the payment of expenses on behalf of the Board of Education shall be approved by the Superintendent or the Superintendent's designee.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

~~The business manager shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll clerk shall be authorized to make all deductions from each individual's pay as required by local, state or federal regulations, and any other deductions authorized by the individual concerned and approved by the Board of Education. Each payroll shall be signed by the Superintendent or his/her designee, preferably the business manager.~~

~~Legal Reference: Connecticut General Statutes~~

~~[10-248](#) Payment of school expenses~~

Policy adopted: February 5, 1990

Policy revised:

Weston Public Schools Weston, Connecticut

P 3326.3 Approval of Payment Listing

To take advantage of prompt payment discounts and to expedite the purchase-payment process, the business manager, as the agent of the Board of Education and of the Superintendent of Schools, will approve the payment of invoices.

Bills received by the accounting department are to be checked to be certain that proper procedure has been followed, that all extensions and bill totals are correct and that all possible discounts have been taken.

The payment listing shall be approved by the business manager as the agent for the Board of Education and the Superintendent of Schools. Such approval shall be documented by the business manager affixing his/her signature to the payment listing.

Policy adopted: February 5, 1990

Policy reviewed:

Weston Public Schools Weston, Connecticut