Policy Committee Meeting

Tuesday, November 3, 2026 9:00 AM
Zoom Webinar

I. **Call to Order, Verification of Quorum**

II. **Approval of minutes: October 6, 2026 Policy Committee Meeting.**

III. **Discussion regarding policy/regulation:**

- **P 3171.1 Non-Lapsing Education Fund (new)**
- **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**
- **P 3432/3433 Budget & Expense Reports - Annual Financial Statement**
- **P 3560 Capital Outlay (no changes/review)**
- **P/R 5118 Non Resident Tuition**

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

V. **The next scheduled meeting of the Policy Committee: December 2, 2026, 9:00 AM, via Zoom.**

VI. **Adjournment**

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

Present: David Felton, Michael Guido. Present: 2.

I. **Call to Order, Verification of Quorum**
Additional Attendees:
Erica Forti, Superintendent of Schools, Phillip Cross, Chief Finance and Operations Officer

The meeting was called to order at 9:02 AM.
Move that the October 5, 2026 Policy Committee meeting is hereby called to order Carried with a motion by Guido, Michael and a second by Felton, David.
David Felton: Yea, Michael Guido: Yea
Yea: 2, Nay: 0

II. **Approval of minutes: September 1, 2026 Policy Committee Meeting.**
Move that the minutes of the September 1, 2026 meeting were presented for review. There being no corrections, the minutes were approved as presented. Carried with a motion by Guido, Michael and a second by Felton, David.
David Felton: Yea, Michael Guido: Yea
Yea: 2, Nay: 0

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**

DRAFT

- **P/R 5118 Non-Resident Students Tuition (continued discussion)**

- **P/R 3250 Materials, Service Fees, Charges**

P 3000 - Concept and Roles in Business and Non-Instructional Operations: The title didn't reflect the content so it was retitled "Business and Non-Instructional Operations." The policy will return to the Board of Education for a second read.

P 3120 - Budget Development and Preparation: The title was revised to reflect the content of the policy more accurately. The policy will return to the Board of Education for a second read.

P 3313 - Relations with Vendors: The policy was returned after the Board first read, based on feedback for removing some of the proposed new language, adding certain language, and restoring language from the original policy. After making some revisions, the policy will return to the Board of Education for a second read.

3434 - Audit: The policy was returned after the Board first read, based on feedback regarding the "exit interview" After making some revisions, the policy was returned after the Board first read, based on feedback.

P/R 5118 - Non-Resident Students Tuition: At the Committee's request, the Superintendent gathered information from Town officials on the potential extension of non-resident tuition consideration to town employees. This policy will not be moving forward to the Board at this time but will return to the committee with proposed language updates for review.

P/R 3250 - Materials, Service Fees, Charges: After a discussion clarifying "records", the policy will return to the Board of Education for a second read.

Due to time constraints, the Committee did not reach the following items. They will be placed on the agenda for the next committee meeting:

- 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

DRAFT

- P 3326.1 Payroll Procedure and Authorized Signatures
- P 3326.3 Approval of Payment Listing

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

V. **The next scheduled meeting of the Policy Committee: November 3, 2026, 9:00 AM, via Zoom.**

VI. **Adjournment**
The meeting adjourned at 10:30 AM.
Move that the October 6, 2026 Policy Committee meeting be adjourned Carried with a motion by Guido, Michael and a second by Felton, David.
David Felton: Yea, Michael Guido: Yea
Yea: 2, Nay: 0

Respectfully submitted by:

Jodi Sacchetta

Jodi Sacchetta, Board Clerk

DRAFT

P 3171.1

Non-Lapsing Education Fund

Notwithstanding any provision of the general statutes, municipal charter, home rule ordinance, or other ordinance, the Board may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation, in an amount not to exceed two per cent of the total budgeted appropriation for such prior fiscal year. Each expenditure from the account must be authorized by the Board and shall be made only for educational purposes, in accordance with state law.

Each fiscal year, the Board shall compile and submit to the Connecticut State Department of Education a report regarding the nonlapsing account, including, but not limited to, the total balance of the account, the amount deposited into such account in a fiscal year, and an accounting of the expenditures made from such account.

Legal Reference: Connecticut General Statutes

10-51 (d) (2) Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve funds. (as amended by PA 21-2, JSS, Section 363)

10-222 Appropriations and budget

10-248a Unexpended education funds account (as amended by PA 19-117. Section 285)

Policy Adopted: TBD

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:

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:

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:

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:

P 3432/3433
Budget & Expense Report - Annual Financial Statement

The Superintendent of Schools or designee shall submit a monthly report of disbursements and budget balances at the regular Board of Education meeting and shall submit an annual report covering the preceding school year.

Beginning with the fiscal year starting July 1, 2019 and each fiscal year thereafter, the Board shall, on a quarterly basis, post the Board's current and projected expenditures and revenues on the district's website. In addition, the Board will submit a copy of such current and projected expenditures and revenues to the town's legislative body, or in a municipality in which the legislative body is a town meeting, to the Board of Selectmen.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget.

P.A. 13-247 An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2015 Concerning General Government, Section 192.

PA 19-117, Section 290

~~The Superintendent of Schools or his/her designee shall submit to the Superintendent of Schools a bi-monthly report of disbursements, budget balances, and budget forecasts at a regular meeting of the Board of Education, and shall submit an annual report covering the preceding school year.~~

~~Legal Reference: Connecticut General Statutes~~
~~10-222 Appropriations and budget~~

Policy adopted: February 5, 1990
Policy revised: TBD

Weston Public Schools Weston, Connecticut

P 3560
Capital Outlay

A long-range and short-range plan for capital outlay shall be developed by the Superintendent in order to prevent severe fluctuations in the annual capital outlay fund, and to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints.

Policy adopted: February 5, 1990
Policy reviewed: TBD

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 (Non-Residents)

Children of certified and non-certified staff (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 annual 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.

Children of the Town of Weston Employees (Non-Residents)

Children of the Town of Weston staff (employees receiving benefits) may be admitted upon written request and the Superintendent's approval.

Tuition for such students shall be assessed at fifty (50%) of the standard non-resident annual tuition rate.

Payment may be made in accordance with the standard tuition schedule set forth in Tuition and Fees.

Children of the Town of Weston non-resident 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 Town of Weston non-resident staff member terminates employment with the Town of Weston, 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.

The provision permitting the enrollment of children of Town of Weston non-resident staff members shall remain in effect for a period of two (2) years. Prior to the expiration of that period, the Board shall review relevant enrollment data and determine whether to continue, modify, or discontinue this option.

Priority for Admission When Applications Exceed Available Space

Admission of non-resident tuition students is subject to the availability of space, staffing, programs, services, and other District resources, as determined by the Superintendent or designee.

When the number of qualified applicants exceeds the number of available spaces in a particular school, grade, or program, applications shall be considered in the following priority order:

1. **Returning non-resident tuition students** who are currently enrolled in Weston Public Schools and remain eligible for continued enrollment.
2. **Children of Weston Public Schools employees** who are eligible for enrollment pursuant to Board Policy and Regulation 5118.
3. **Siblings of currently enrolled non-resident tuition students**, provided space is available in the applicable school, grade, and program.
4. **Children of the Town of Weston employees** who are eligible for enrollment pursuant to Board Policy and Regulation 5118.
5. **All other qualified non-resident tuition applicants.**

Within any priority category, if the number of qualified applicants exceeds the number of available spaces, admission shall be determined by lottery or another neutral selection process approved by the Superintendent.

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

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