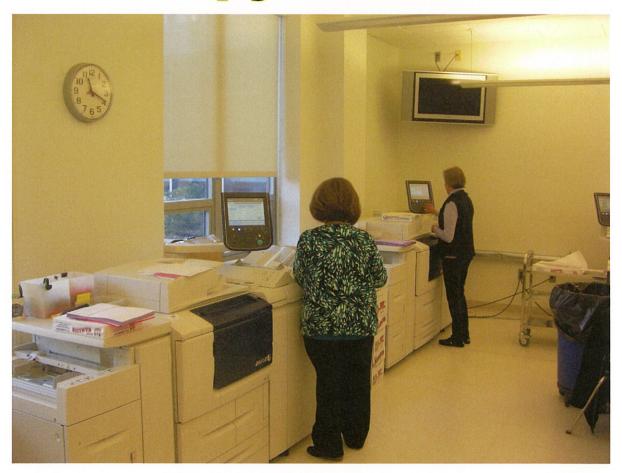


Copy Center



Ms. Stephanie Gallo, Media Processing Clerk

24 School Road Weston, CT 06883

Telephone: 203-291-1477 Fax: 203-291-1420

COPY CENTER

The Copy Center budget includes one media processing clerk. Her responsibilities include processing paper and document copies for the entire district. Approximately 3,000,000 pages are duplicated for projects including:

- Weston High School Company Playbills
- ShortWarf Playbills
- Winter and Spring Concert Programs
- Budget Book
- Graduation Programs
- High School Year End English Projects
- Athletic Football Programs
- World Language Programs
- National Honor Society Programs
- Envelope printing
- Middle School Newsletter
- Middle School Engineering Notebooks
- Journals
- Student Assessment Materials
- Books and Student Projects.

The Copy Center is also responsible for inter-office mail delivery for the entire school district and town offices.

Copy Center Weston Public Schools, Weston, CT

2017-2018 Actual				2018-2019 Projected			
Operating Budget FTE	Other Sources FTE	Total FTE	Program	Operating Budget FTE	Other Sources FTE	Total FTE	Change
			Non Certified Staff				
0.83	0.00	0.83	Media Processing Clerks	0.83	0.00	0.83	0.00
0.83	0.00	0.83	- =	0.83	0.00	0.83	0.00