



# Copy Center



Ms. Stephanie Gallo, Media Processing Clerk

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## COPY CENTER

The Copy Center budget includes one media processing clerk. Job 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.

In FY 2019, we fully implemented PaperCut. This program has been in the district since 2016, but the features utilized in 2018-2019 allow the district to more efficiently track, complete and deliver requests. With only one staff person dedicated to the Copy Center, PaperCut is crucial to ensuring accurate tracking and completion of all requests. It also allows the Copy Center to be functional should there be an absence in staffing, since work requests and status are digitalized and traceable.

Additionally, this fiscal year we implemented new copy center procedures, which have been distributed to all WPS staff (copy in the appendix of the budget). The procedures were revised based on the current staffing model (1.0 FTE) and a review of copy centers at other districts in Fairfield County. One change was to adjust turnaround time from 24 hours to 48-72 hours, which is in line with our peers at New Canaan, Darien and Greenwich. We also encouraged staff to be more proactive in making their own copies and utilizing *Google Docs* to share information between staff and students. The copier agreement that is currently in place removes the financial restrictions from school based copying, which provides a more efficient and effective way for staff to make needed copies for instruction. Enabling teachers to make copies as necessary also is more in line with our surrounding districts, and is similar in cost effectiveness to having all copies made centrally.

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*

<u>2018-2019 Actual</u>				<u>2019-2020 Projected</u>			
Operating Budget FTE	Other Sources FTE	Total FTE	Program	Operating Budget FTE	Other Sources FTE	Total FTE	Change
<b>Non Certified Staff</b>							
0.83	0.00	0.83	Media Processing Clerk	0.00	0.00	0.00	-0.83
<u>0.83</u>	<u>0.00</u>	<u>0.83</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-0.83</u>