

# District Administrative Services



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## **DISTRICT ADMINISTRATION**

The District Administrative Services budget includes the offices of the Superintendent of Schools, Human Resources and Business Services. These offices are responsible for the district-wide administration of the school system and the Board of Education. The Superintendent's Office has full district responsibility for all educational and operational programs. The Superintendent, as chief executive officer of the Board, ensures that all programs are executed in strict compliance with Board of Education policies, and applicable federal, state and local laws.

The Human Resource Department handles all activities concerned with maintaining an efficient staff for the school system. This includes recruiting and placement, staff transfers, staff accounting and record keeping, certification verification, staff relations and negotiations. Since the district does not have any pending negotiations, this budget includes the contractual salaries for all employees affiliated with a union. For employees not represented by a union, an allocation of \$49,500 has been included in the district-wide cost center for potential salary increases to be determined by the Board of Education. It should also be noted that there was a one-time expenditure for a legal settlement in FY 2014 that will not re-occur. The requested budget includes an increase in legal fees to pay for services related to upcoming negotiations with the teachers and non-certified staff unions.

The Business Services Department is responsible for all financial and business activities employed in the operation of the school system. This includes budgetary and financial accounting, payroll, purchasing, accounts payable, billing, short and long term forecasting, building accommodation planning and reporting financial information to the Connecticut State Department of Education. This office is responsible for administering employee benefits along with many state and federal compliance requirements.

Payroll currently processes transactions for over 400 active employees including certified and non-certified staff, substitutes, tutors, coaches and system-wide employees. Payments must also be made for such payroll-associated costs including state teachers' retirement, municipal employees' retirement, union dues, tax shelter annuities, and over twenty other deductions. The FY 2015 budget includes funds to pay for support services related to the bidding of transportation and food services. Both service contracts are bid and awarded for five years or less, depending on the terms and conditions that the district negotiates with the successful contractors.

The district uses the MUNIS financial software to process payroll, purchase orders, and vendor payments and record budget transactions. The district has internal control procedures that include an electronic approval process for payments to over 2,500 vendors and/or contractors. The Business Office will process, record and track more than \$46,000,000 in transactions this year. The district proactively seeks ways to deliver services in the most cost effective way. New to this budget is the cost related to banking fees in the amount of \$6,000. In the past, the town was able to offset these expenses through interest earned on compensating balances. The low interest rates no longer provide adequate funds to cover the bank fees.

DISTRICT ADMINISTRATION  
STAFFING

<u>2013-2014 Actual</u>		<u>2014-2015 Projected</u>	
<u>Staff</u>	<u>Program</u>	<u>Staff</u>	<u>Change</u>
<b>CERTIFIED STAFF</b>			
<b>Administration</b>			
1.00	Superintendent of Schools	1.00	0.00
1.00	Director of Finance & Operations	1.00	0.00
1.00	Director of Human Resources	1.00	0.00
<u>3.00</u>	<b>TOTAL CERTIFIED STAFF</b>	<u>3.00</u>	<u>0.00</u>
<b>NON-CERTIFIED STAFF</b>			
<b>Clerical</b>			
<i>Administrative Assistants:</i>			
1.00	Superintendent's Office	1.00	0.00
0.50	Business Office	0.50	0.00
1.00	Human Resources	1.00	0.00
<i>Bookkeeping:</i>			
1.00	Payroll	1.00	0.00
1.00	Purchasing/Receivables	1.00	0.00
0.65	Accounts Payable/GL	0.65	0.00
0.47	Student Activities Accts.	0.47	0.00
<u>5.62</u>	<b>TOTAL NON-CERTIFIED STAFF</b>	<u>5.62</u>	<u>0.00</u>
<b>8.62</b>	<b>TOTAL STAFF</b>	<b>8.62</b>	<b>0.00</b>

## DISTRICT ADMINISTRATIVE SERVICES

*Weston Public Schools, Weston, CT*

	2011 Expended	2012 Expended	2013 Expended	2014 Budget	2014 Expected	2015 Requested	Differ. to Expected
<b><u>OBJECT BUDGET SUMMARY</u></b>							
<b>I. Salaries</b>							
Administrators*	550,444	553,565	565,008	565,164	579,968	579,968	0
<b>TOTAL CERTIFIED</b>	<b>550,444</b>	<b>553,565</b>	<b>565,008</b>	<b>565,164</b>	<b>579,968</b>	<b>579,968</b>	<b>0</b>
Clerical*	418,684	354,972	381,809	340,485	350,899	350,899	0
Sub-Caller - Stipends	22,899	6,350	6,000	6,500	6,500	6,500	0
<b>TOTAL NON-CERTIFIED</b>	<b>441,583</b>	<b>361,322</b>	<b>387,809</b>	<b>346,985</b>	<b>357,399</b>	<b>357,399</b>	<b>0</b>
<b>TOTAL SALARIES</b>	<b>992,027</b>	<b>914,887</b>	<b>952,817</b>	<b>912,149</b>	<b>937,367</b>	<b>937,367</b>	<b>0</b>
<b>II. Non-Salary Objects</b>							
Professional Tech. Services	52,779	100,122	152,112	51,500	149,632	97,500	-52,132
Equipment Rental & Repairs	625	613	0	4,900	1,000	1,000	0
Postage	18,368	7,895	2,441	5,074	4,000	4,000	0
Advertising	6,822	7,348	9,332	7,500	7,500	8,500	1,000
Printing & Binding	740	994	0	1,250	2,500	1,250	-1,250
Reimbursable Expenses	16,706	16,063	16,224	14,000	10,500	10,500	0
Materials	18,119	18,598	15,194	21,089	19,839	20,385	546
Equipment	0	0	0	0	0	0	0
Dues & Fees	27,684	29,781	28,715	27,975	27,975	29,320	1,345
Miscellaneous	6,279	9,535	12,431	6,500	6,500	6,500	0
<b>TOTAL NON-SALARY</b>	<b>148,122</b>	<b>190,949</b>	<b>236,449</b>	<b>139,788</b>	<b>229,446</b>	<b>178,955</b>	<b>-50,491</b>
<b>TOTAL BUDGET</b>	<b>1,140,149</b>	<b>1,105,836</b>	<b>1,189,266</b>	<b>1,051,937</b>	<b>1,166,813</b>	<b>1,116,322</b>	<b>-50,491</b>
	<b>% Over FY 2014 Budget</b>		<b>6.12%</b>	<b>% Over FY 2014 Expected</b>		<b>-4.33%</b>	

### Comparison of FY 2014 Expected to Budget & Comparison of FY 2015 Requested to FY 2014 Budget

	FY 2014			2014 Budget	2015 Requested	Differ. to Budget
	Budget	Expected	Differ. to Budget			
<b>Non-Salary Objects</b>						
Professional Tech. Services	51,500	149,632	98,132	51,500	97,500	46,000
Equipment Rental & Repairs	4,900	1,000	-3,900	4,900	1,000	-3,900
Postage	5,074	4,000	-1,074	5,074	4,000	-1,074
Advertising	7,500	7,500	0	7,500	8,500	1,000
Printing & Binding	1,250	2,500	1,250	1,250	1,250	0
Reimbursable Expenses	14,000	10,500	-3,500	14,000	10,500	-3,500
Materials	21,089	19,839	-1,250	21,089	20,385	-704
Equipment	0	0	0	0	0	0
Dues & Fees	27,975	27,975	0	27,975	29,320	1,345
Miscellaneous	6,500	6,500	0	6,500	6,500	0
<b>TOTAL NON-SALARY</b>	<b>139,788</b>	<b>229,446</b>	<b>89,658</b>	<b>139,788</b>	<b>178,955</b>	<b>39,167</b>
Percent Change			64.14%			28.02%

*\*Note: All staff reflected on the previous page are not represented by a collective bargaining group. See the note on page 98.*

**DISTRICT ADMINISTRATIVE SERVICES**

*Weston Public Schools, Weston, CT*

# Key Budget Facts

<u>Enrollment</u>	
Projected 2014-15	2,436
Change - 10/1/13	(12)

<u>Staffing</u>	
Certified F.T.E.	3.00
Non-Certified F.T.E.	5.62
<b>Total</b>	<b>8.62</b>

## Why Did the Budget Change?

<u>Object Description</u>	<u>Reasons For Budget Changes</u>	<u>Differ. to Expected</u>	<u>Percent Change</u>
Administrators	Non-represented staff salary increase TBD		
Clerical	Non-represented staff salary increase TBD		
Stipends/Summer	Non-represented staff salary increase TBD		
Prof. Tech. Ser.	Professional services - bidding transportation and food service	8,500	
	Assume responsibility for banking fees from the town	6,000	
	Non-recurring space studies review	-18,500	
	Paid 1 one-time legal settlement in FY 2014	-48,132	
		-52,132	-34.84%
Rental & Repairs	No change	0	0.00%
Postage	No change	0	0.00%
Advertising	Bidding costs for transportation and food service	1,000	13.33%
Printing & Binding	Non-recurring cost related to security materials in FY 2014	-1,250	-50.00%
Reimbursable Exp.	No change	0	0.00%
Materials	Adjusted for CPI increase	546	2.75%
Equipment	No requests	0	0.00%
Dues & Fees	Increased cost of memberships	1,345	4.81%
Miscellaneous	No change	0	0.00%

**SELECT ACCOUNT DETAILS**

**Professional Technical Services:**

Legal Fees	55,000
Management Services	29,500
Consultants	13,000
<b>Total Professional Tech. Ser.</b>	<b>97,500</b>

**Advertising:**

Human Resources	6,000
Purchasing	2,500
<b>Total Advertising</b>	<b>8,500</b>

**Dues & Fees:**

CABE	9,782
CES	4,710
CAPSS	3,603
CASPA	195
CES REAP Membership	550
NESDEC	1,750
District Management Council	6,150
SFCSA	550
CASBO	625
ASBO	225
CREC Purchasing Consortium	195
COSTA	235
Alert Weather	750
<b>Total Dues &amp; Fees</b>	<b>29,320</b>