



# District Administrative Services



Dr. William McKersie, Superintendent of Schools  
Mr. Phillip Cross, Director of Finance and Operations  
Mr. Lewis D. Brey, Director of Human Resources

24 School Road  
Weston, CT 06883

Telephone: 203-221-6550  
Fax: 203-221-1253

## DISTRICT ADMINISTRATION<sup>1</sup>

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 responsibility for all educational and operational programs in the Weston Public Schools. 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 Superintendent directly oversees four Cabinet Members<sup>2</sup>, four Principals and the Executive Assistant to the Superintendent.

The Human Resources Department handles all activities concerned with maintaining an efficient staff for the school system. This includes recruiting and placement, staff transfers, labor negotiations, union relations, grievance processing, employee investigations, staff accounting and record keeping, certification verification, background checks (for all staff, contractors, and volunteers), and general staff relations.

Up until March 13, 2020, the Human Resources Department consisted of the Director of Human Resources and the Human Resources Specialist. The Director of Human Resources also served as the Title IX/Equal Opportunity Coordinator for the District. Effective March 13, 2020, the current Director of Human Resources left the district. As of March 13, 2020, in a step to restructure the central office administration, the responsibilities of the Director of Human Resources were redistributed between the Superintendent and the Assistant Superintendent for Curriculum & Instruction, with the Human Resources Specialist assuming increased responsibilities. Given the volume and complexity of the role of human resources director, the redistribution of responsibilities will be a pilot arrangement, most likely through the 2020-21 School Year. We will reassess this structure periodically ahead of the FY 22 budget process (approximately October-December, 2020) to determine whether it will be viable on a long-term basis.

The Director of Human Resources also served as Internal Counsel, solely due to the current Director being a CT certified attorney, with significant experience practicing labor, employment, and education law. The Internal Counsel provided legal advice and services on legal issues including labor and employment matters, federal and state education law interpretation and application, commercial contract negotiation and disputes, freedom of information requests and compliance, student residency, policy and regulation compliance and formulation, and a variety of other legal and compliance matters. Effective March 13, 2020, with the departure of the current Director of Human Resources, the responsibilities of the Internal Counsel position will be handled by external legal counsel.

The District uses the services of Shipman & Goodwin, LLP for its general outside legal representation and Bercham, Moses PC for special education issues. The proposed FY 21 Budget includes an increased

<sup>1</sup> Updated on February 5, 2020 to reflect division structure and staffing effective March 13, 2020.

<sup>2</sup> Up through March 13, 2020, the Weston Public Schools has had five Cabinet Officers: Assistant Superintendent of Curriculum & Instruction, Assistant Superintendent of Pupil Personnel Services, Director of Finance & Operations, Director of Human Resources & Internal Counsel, and Director of Digital Learning & Technology. As of March 13, 2020, with the resignation of the Director of Human Resources & Internal Counsel, the WPS will have four Cabinet Officers on a pilot basis.

allocation of \$30,000 for District Legal Fees. This would bring legal fees in line with last year's expenditures and allow for an expected increase in litigation costs.

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, working with auditors, payroll, benefits, 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 state and federal compliance requirements. Payroll currently processes transactions for over 400 active employees. Payments must also be made for payroll-associated costs including state teachers' retirement, municipal employees' retirement, union dues, tax shelter annuities, and over 20 other deductions.

The district uses the MUNIS financial software to process payroll, purchase orders, 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.

**DISTRICT ADMINISTRATION**  
*Weston Public Schools, Weston, CT*

**STAFFING**

| <u>2019-2020 Actual</u>    |                         |            |  | <u>2020-2021 Projected</u> |                         |            |              |
|----------------------------|-------------------------|------------|--|----------------------------|-------------------------|------------|--------------|
| Operating<br>Budget<br>FTE | Other<br>Sources<br>FTE | Total FTE  | Program  | Operating<br>Budget FTE    | Other<br>Sources<br>FTE | Total FTE  | Change       |
| <b>Certified Staff</b>     |                         |            |  |                            |                         |            |              |
| 1.0                        | 0.0                     | 1.0        | Superintendent of Schools                            | 1.0                        | 0.0                     | 1.0        | 0.0          |
| 1.0                        | 0.0                     | 1.0        | Director of Finance & Operations                     | 1.0                        | 0.0                     | 1.0        | 0.0          |
| 1.0                        | 0.0                     | 1.0        | Director of Human Resources & Internal Legal Counsel | 0.0                        | 0.0                     | 0.0        | (1.0)        |
| <b>3.0</b>                 | <b>0.0</b>              | <b>3.0</b> |  | <b>2.0</b>                 | <b>0.0</b>              | <b>2.0</b> | <b>(1.0)</b> |
| <b>Non Certified Staff</b> |                         |            |  |                            |                         |            |              |
| 1.0                        | 0.0                     | 1.0        | Administrative Assistant to Superintendent           | 1.0                        | 0.0                     | 1.0        | 0.0          |
| 1.0                        | 0.0                     | 1.0        | HR Specialist  | 1.0                        | 0.0                     | 1.0        | 0.0          |
| 0.5                        | 0.0                     | 0.5        | Finance & Operations Office Manager                  | 0.5                        | 0.0                     | 0.5        | 0.0          |
| 1.0                        | 0.0                     | 1.0        | Finance Coordinator                                  | 1.0                        | 0.0                     | 1.0        | 0.0          |
| 1.0                        | 0.0                     | 1.0        | Payroll & Benefits Coordinator                       | 1.0                        | 0.0                     | 1.0        | 0.0          |
| 1.0                        | 0.0                     | 1.0        | AP/AR Coordinator                                    | 1.0                        | 0.0                     | 1.0        | 0.0          |
|                            |                         |            | Reduction to be Determined                           | (1.0)                      | 0.0                     | (1.0)      | (1.0)        |
| <b>5.5</b>                 | <b>0.0</b>              | <b>5.5</b> |  | <b>4.5</b>                 | <b>0.0</b>              | <b>4.5</b> | <b>(1.0)</b> |