



# District Administrative Services



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

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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 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 the five Cabinet Members<sup>1</sup>, Assistant to the Superintendent and the four Principals.

The Human Resources 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. The district has collective bargaining agreements with the Weston Administrators' Association (term July 1, 2017 – June 30, 2020), the Weston Teachers' Association (term July 1, 2018 – June 30, 2020) and Council 4 AFSCME, AFL-CIO, Local 1303-110 (July 1, 2017-June 30, 2020). Included in this budget are funds to use a new demographer, Milone and MacBroom. In FY 17 Milone and MacBroom provided a detailed analysis of enrollment for the Master Facility Utilization Study. Based on their work, and other work their firm can provide, we feel moving from NESDEC to Milone and MacBroom starting in FY 18 would provide for more robust analysis of our enrollment projections going forward. It is especially important that Milone and MacBroom, while expert in economic and demographic analysis, are based in Connecticut, well-versed in state policy and politics, and highly experienced with issues pertinent to school districts in this immediate region. Milone and MacBroom would cost \$6,500, or a \$4,236 increase over NESDEC.

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 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 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, 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.

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<sup>1</sup> Assistant Superintendent, Director of Finance & Operations, Director of Pupil Personnel Services, Director Human Resources, and Director of Digital Learning & Technology.

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

**STAFFING**

<u>2017-2018 Actual</u>				<u>20187-2019 Projected</u>			
Operating Budget FTE	Other Sources FTE	Total FTE	Program	Operating Budget FTE	Other Sources FTE	Total FTE	Change
<b>Certified Staff</b>							
1.00	0.00	1.00	Superintendent of Schools	1.00	0.00	1.00	0.00
1.00	0.00	1.00	Director of Finance & Operations	1.00	0.00	1.00	0.00
1.00	0.00	1.00	Director of Human Resources	1.00	0.00	1.00	0.00
<b>3.00</b>	<b>0.00</b>	<b>3.00</b>		<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>
<b>Non Certified Staff</b>							
1.00	0.00	1.00	Administrative Assistant to Superintendent	1.00	0.00	1.00	0.00
1.00	0.00	1.00	HR Specialist	1.00	0.00	1.00	0.00
0.50	0.00	0.50	Finance & Operations Office Manager	0.50	0.00	0.50	0.00
1.00	0.00	1.00	Finance Coordinator	1.00	0.00	1.00	0.00
1.00	0.00	1.00	Payroll Coordinator	1.00	0.00	1.00	0.00
1.00	0.00	1.00	AP/AR Coordinator	1.00	0.00	1.00	0.00
<b>5.50</b>	<b>0.00</b>	<b>5.50</b>		<b>5.50</b>	<b>0.00</b>	<b>5.50</b>	<b>0.00</b>