

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. The district has collective bargaining agreements with the Weston Administrators' Association (term July 1, 2014 – June 30, 2017) and the Weston Teachers' Association (term July 1, 2015 – June 30, 2017). This budget includes the contractual salaries for all employees affiliated with these unions. The district does not have a collective bargaining agreement in place for the non-certified staff represented by Council 4 AFSCME, AFL-CIO, Local 1303-110. Negotiations with this union typically are not concluded until after the budget is adopted. Salaries for these employees have been adjusted for movement on step only. 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. The requested budget includes a decrease in legal fees for negotiations. The cost of negotiations with AFSCME typically is less than that with the teachers, which was settled this year.

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 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.

DISTRICT ADMINISTRATION
STAFFING

<u>2014-2015 Actual</u>		<u>2015-2016 Projected</u>	
<u>Staff</u>	<u>Program</u>	<u>Staff</u>	<u>Change</u>
CERTIFIED STAFF			
Administration			
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>	TOTAL CERTIFIED STAFF	<u>3.00</u>	<u>0.00</u>
NON-CERTIFIED STAFF			
Clerical			
<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>	TOTAL NON-CERTIFIED STAFF	<u>5.62</u>	<u>0.00</u>
8.62	TOTAL STAFF	8.62	0.00

DISTRICT ADMINISTRATIVE SERVICES

Weston Public Schools, Weston, CT

	2012 Expended	2013 Expended	2014 Expended	2015 Budget	2015 Expected	2016 Approved	Differ. to Expected
<u>OBJECT BUDGET SUMMARY</u>							
I. Salaries							
Administrators*	553,565	565,008	584,968	579,968	604,050	604,050	
TOTAL CERTIFIED	553,565	565,008	584,968	579,968	604,050	604,050	
Clerical*	354,972	381,809	342,278	350,899	354,489	354,489	
Stipends	6,350	6,000	6,000	6,500	6,000	6,000	
TOTAL NON-CERTIFIED	361,322	387,809	348,278	357,399	360,489	360,489	
TOTAL SALARIES	914,887	952,817	933,246	937,367	964,539	964,539	
II. Non-Salary Objects							
Professional Tech. Services	100,122	152,112	156,691	97,500	101,000	89,500	-11,500
Equipment Rental & Repairs	613	0	644	1,000	750	750	0
Postage	7,895	2,441	2,020	4,000	2,500	2,500	0
Advertising	7,348	9,332	5,381	8,500	7,000	7,000	0
Printing & Binding	994	0	2,480	1,250	1,250	1,250	0
Reimbursable Expenses	16,063	16,224	10,676	10,500	10,500	10,500	0
Materials	18,598	15,194	12,895	20,385	16,500	15,847	-653
Equipment	0	0	0	0	0	0	0
Dues & Fees	29,781	28,715	31,882	29,320	30,020	30,020	0
Miscellaneous	9,535	12,431	6,291	6,500	6,750	6,893	143
TOTAL NON-SALARY	190,949	236,449	228,960	178,955	176,270	164,260	-12,010
TOTAL BUDGET	1,105,836	1,189,266	1,162,206	1,116,322	1,140,809	1,128,799	-12,010
% Over FY 2015 Budget	1.12%			% Over FY 2015 Expected		-1.05%	

Comparison of FY 2015 Expected to Budget & Comparison of FY 2016 Approved to FY 2015 Budget

	FY 2015		2015	2016	Differ. to
	Expected	Differ. to Budget	Budget	Approved	Budget
Non-Salary Objects					
Professional Tech. Services	101,000	3,500	97,500	89,500	-8,000
Equipment Rental & Repairs	750	-250	1,000	750	-250
Postage	2,500	-1,500	4,000	2,500	-1,500
Advertising	7,000	-1,500	8,500	7,000	-1,500
Printing & Binding	1,250	0	1,250	1,250	0
Reimbursable Expen	10,500	0	10,500	10,500	0
Materials	16,500	-3,885	20,385	15,847	-4,538
Equipment	0	0	0	0	0
Dues & Fees	30,020	700	29,320	30,020	700
Miscellaneous	6,750	250	6,500	6,893	393
TOTAL NON-SALARY	176,270	-2,685	178,955	164,260	-14,695
Percent Change		-1.92%			-8.21%

**Note: All staff reflected on the previous page are not represented by a collective bargaining group. See the note on page 99.*

DISTRICT ADMINISTRATIVE SERVICES

Weston Public Schools, Weston, CT

Key Budget Facts

Enrollment	
Projected 2015-16	2,404
Change - 10/1/14	(18)



Staffing	
Certified F.T.E.	3.00
Non-Certified F.T.E.	5.62
Total	8.62

Why Did the Budget Change?

Object Description	Reasons For Budget Changes	Differ. to Expected	Percent Change
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.	The district negotiated a 2-year collective bargaining agreement with the teachers' union in FY 2015. The primary legal counsel for the pending AFSCME negotiations will be conducted by in-house counsel. As a result, legal fees have been reduced.	-11,500	-11.39%
Rental & Repairs	No change	0	0.00%
Postage	No change	0	0.00%
Advertising	Bidding costs for transportation and food service	0	0.00%
Printing & Binding	Non-recurring cost related to security materials in FY 2014	0	0.00%
Reimbursable Exp.	No change	0	0.00%
Materials	Budget reduced to reflect 5-year average	-653	-3.96%
Equipment	No requests	0	0.00%
Dues & Fees	No change	0	0.00%
Miscellaneous	Adjusted for CPI increase	143	2.12%

SELECT ACCOUNT DETAILS

Professional Technical Services:

Legal Fees	50,000
Management Services	19,500
Consultants	20,000
Total Professional Tech. Ser.	89,500

Advertising:

Human Resources	4,500
Purchasing	2,500
Total Advertising	7,000

Dues & Fees:

CABE	9,980
CES	4,725
CAPSS	3,750
CASPA	195
CES REAP Membership	550
NESDEC	1,850
District Management Council	6,250
SFCSA	500
CASBO	625
ASBO	220
CREC Purchasing Consortium	125
COSTA	250
Alert Weather	1,000
Total Dues & Fees	30,020