

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 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, 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 as these negotiations are still pending. Salaries for these employees have been adjusted for movement on step only. For employees not represented by a union, an allocation of \$54,250 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 an increase in legal fees for negotiations as all three of our unions will be under negotiations next fiscal 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>2015-2016 Actual</u>		<u>2016-2017 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	0.00	-1.00
1.00	Finance Coordinator	1.00	0.00
1.00	Accounts Payable/Receivable	1.00	0.00
1.00	Staff Accountant	1.00	0.00
<u>7.50</u>	TOTAL NON-CERTIFIED STAFF	<u>6.50</u>	<u>-1.00</u>
10.50	TOTAL STAFF	9.50	-1.00

DISTRICT ADMINISTRATION
Weston Public Schools, Weston, CT

	2013 Expended	2014 Expended	2015 Expended	2016 Budget	2016 Expected	2017 Request	Differ. To Budget	Differ. To Expected	% Increase from Budget
OBJECT BUDGET SUMMARY									
I. Salaries									
Administrators*	\$ 565,008	\$ 584,968	\$ 613,813	\$ 604,050	\$ 610,162	\$ 610,162	\$ 6,112	\$ -	1.0%
TOTAL CERTIFIED	\$ 565,008	\$ 584,968	\$ 613,813	\$ 604,050	\$ 610,162	\$ 610,162	\$ 6,112	\$ -	1.0%
Clerical*	\$ 381,809	\$ 342,278	\$ 353,541	\$ 354,489	\$ 423,629	\$ 392,424	\$ 37,935	\$ -31,205	10.7%
Stipends	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ -	0.0%
TOTAL NON-CERTIFIED	\$ 387,809	\$ 348,278	\$ 359,541	\$ 360,489	\$ 429,629	\$ 398,424	\$ 37,935	\$ -31,205	10.5%
TOTAL SALARIES	\$ 952,817	\$ 933,246	\$ 973,354	\$ 964,539	\$ 1,039,791	\$ 1,008,586	\$ 44,047	\$ -31,205	4.6%
II. Non-Salary Objects									
Professional Technical Services	\$ 152,112	\$ 156,691	\$ 101,407	\$ 89,500	\$ 88,950	\$ 90,000	\$ 500	\$ 1,050	0.6%
Equipment Repairs	\$ -	\$ 644	\$ 60	\$ 750	\$ 750	\$ 750	\$ -	\$ -	0.0%
Postage	\$ 2,441	\$ 2,021	\$ 2,489	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	0.0%
Advertising	\$ 9,332	\$ 5,381	\$ 4,203	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ -	0.0%
Printing and Binding	\$ -	\$ 2,480	\$ 144	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ -	0.0%
Reimbursable Expenses	\$ 16,224	\$ 10,676	\$ 10,625	\$ 10,500	\$ 7,000	\$ 7,000	\$ -3,500	\$ -	-33.3%
Materials	\$ 15,193	\$ 12,895	\$ 16,805	\$ 15,847	\$ 15,762	\$ 15,847	\$ -	\$ 85	0.0%
Dues & Fees	\$ 28,715	\$ 31,882	\$ 30,693	\$ 30,020	\$ 30,020	\$ 23,695	\$ -6,325	\$ -6,325	-21.1%
Other Objects	\$ 12,431	\$ 6,291	\$ 10,734	\$ 6,895	\$ 6,895	\$ 6,895	\$ -	\$ -	0.0%
TOTAL NON-SALARY	\$ 236,449	\$ 228,960	\$ 177,160	\$ 164,262	\$ 160,127	\$ 154,937	\$ -9,325	\$ -85,190	-5.7%
TOTAL BUDGET	\$ 1,189,266	\$ 1,162,206	\$ 1,150,513	\$ 1,128,801	\$ 1,199,918	\$ 1,163,523	\$ 34,722	\$ -36,395	3.1%
% Over FY 2016 Budget			3.08%			% Over FY 2016 Expecte			-3.03%

Comparison of FY 2016 Expected to Budget & Comparison of FY 2017 Requested to FY 2016 Budget

	FY 2016		2016 Budget	2017 Requested	Differ. to Budget
	Expected	Differ. to Budget			
Non-Salary Objects					
Professional Technical Service	88,950	-550	89,500	90,000	500
Equipment Repairs	750	0	750	750	0
Postage	2,500	0	2,500	2,500	0
Advertising	7,000	0	7,000	7,000	0
Printing and Binding	1,250	0	1,250	1,250	0
Reimbursable Expenses	7,000	-3,500	10,500	7,000	-3,500
Materials	15,762	-85	15,847	15,847	0
Dues & Fees	30,020	0	30,020	23,695	-6,325
Other Objects	6,895	0	6,895	6,895	0
TOTAL NON-SALARY	160,127	-4,135	164,262	154,937	-9,325
Percent Change		-2.52%			-5.68%

*Note: The Superintendent, Director of Finance & Operations, Director of Human Resources, Administrative Assistant to the Superintendent, Administrative Assistant to the Director of Human Resources, Finance Coordinator, Payroll Coordinator, Administrative Assistant to the Director of Finance & Operations, Accounts Payable/Receivable Coordinator, Staff Accountant are all unaffiliated employees. Their salary increase is voted on in June by the BOE. Therefore the salary increase these employees may receive is shown in the District Wide Budget under non-represented allocation.

DISTRICT ADMINISTRATION
Weston Public Schools, Weston, CT

Key Budget Facts

Enrollment	
Projected 2016-17	2,374
Change - 10/1/15	(52)

Staffing	
Certified F.T.E.	3.00
Non-Certified F.T.E.	6.50
Total	9.50

Why Did the Budget Change?

<u>Object Description</u>	<u>Reasons For Budget Changes</u>	<u>Differ. to Budget</u>
	FY 2016 Contractual Salary Increase. These FY 16 Staff Turnover for Director of Finance & Operations	\$ 19,636 \$ (13,524)
Administrators		
Clerical	Contractual Wage Increase Finance Coordinator hired in FY 16 Purchasing	\$ 13,296 \$ 92,500 \$ (67,861)
Stipends/Summer	Non-represented staff salary increase TBD	\$ -
Prof. Tech. Ser.	The district has 3 contracts that will begin negotiations next fiscal year (WTA, WAA and AFSCME). As a result of negotiations for the WTA and WAA there is a need for outside legal counsel. Reduction to district wide outside services Reduction to Management Services due to finance department reorganization	\$ 7,500 \$ (2,500) \$ (4,500)
Rental & Repairs	No change	\$ -
Postage	No change	\$ -
Advertising	No change	\$ -
Reimbursable Exp.	travel	\$ (3,500)
Equipment	No change	\$ -
Dues & Fees	Reduction to	\$ (6,325)
Other Objects	No change	\$ -

SELECT ACCOUNT DETAILS

Professional Technical Services:		Dues & Fees:	
Legal Fees	57,500	CABE	10,400
Management Services	15,000	CES	4,780
Consultants	17,500	CAPSS	3,900
Total Professional Tech. Ser.	90,000	CES REAP Membership	550
Advertising:		NESDEC	2,060
Human Resources	4,500	Alert Weather	1,000
Purchasing	2,500	CASBO	630
Total Advertising	7,000	COSTA	250
		CREC Purchasing Consortium	125
		Total Dues & Fees	23,695