

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 \$42,500 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 were three one-time expenditures in FY 2013 that will not re-occur. After 29 years of service, an employee retired with an accrued benefit of \$29,110. In addition, the district incurred a cost of \$117,441 for two separate legal settlements.

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 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, pay vendors 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 \$45M in transactions this year. The district proactively seeks ways to deliver services in the most cost effective way. For example, the district recently worked with a consultant to reduce the cost of general operating and custodial supplies.

Earlier this year the Board of Education adopted a Strategic Plan that supports the district focus on continuous improvement. The plan has four strands: Teaching and Learning, Student Needs, Communication and Resources and Finance.

**DISTRICT ADMINISTRATION
STAFFING**

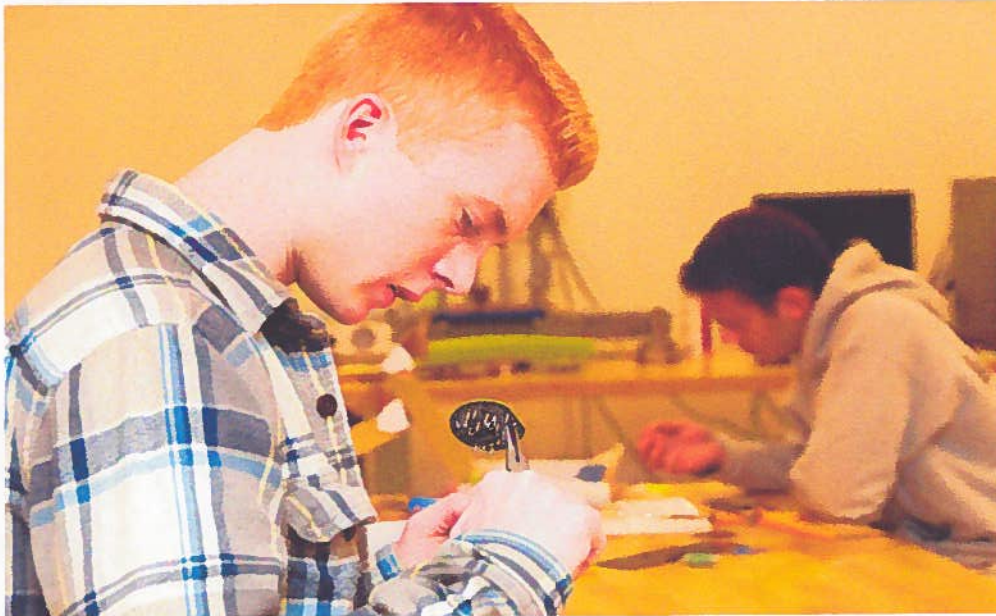
<u>2012-2013 Actual</u>		<u>2013-2014 Projected</u>	
<u>Staff</u>	<u>Program</u>	<u>Staff</u>	<u>Change</u>
CERTIFIED STAFF			
Administration			
1.00	Superintendent of Schools	1.00	0.00
1.00	Director of Finance & Operations	1.00	0.00
1.00	Director of Human Resources	1.00	0.00
<u>3.00</u>	TOTAL CERTIFIED 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
0.80	Accounts Payable/GL	0.80	0.00
0.40	Student Activities Accts.	0.40	0.00
<u>5.70</u>	TOTAL NON-CERTIFIED STAFF	<u>5.70</u>	<u>0.00</u>
8.70	TOTAL STAFF	8.70	0.00

DISTRICT ADMINISTRATIVE SERVICES

Weston Public Schools, Weston, CT

	2010 Expended	2011 Expended	2012 Expended	2013 Budget	2013 Expected	2014 Requested	Differ. to Expected
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<u>OBJECT BUDGET SUMMARY</u>							
I. Salaries							
Administrators	477,997	550,444	553,565	555,178	565,164	565,164	0
TOTAL CERTIFIED	477,997	550,444	553,565	555,178	565,164	565,164	0
Clerical	396,789	418,684	354,972	360,700	376,945	340,485	-36,460
Sub-Caller - Stipends	28,408	22,899	6,350	6,500	6,500	6,500	0
TOTAL NON-CERTIFIED	425,197	441,583	361,322	367,200	383,445	346,985	-36,460
TOTAL SALARIES	903,194	992,027	914,887	922,378	948,609	912,149	-36,460
II. Non-Salary Objects							
Professional Tech. Services	83,891	52,779	100,122	51,500	168,941	51,500	-117,441
Equipment Rental & Repairs	7,615	625	613	2,500	4,900	4,900	0
Postage	6,833	18,368	7,895	500	5,074	5,074	0
Advertising	10,748	6,822	7,348	9,500	7,500	7,500	0
Printing & Binding	2,273	740	994	1,250	1,250	1,250	0
Reimbursable Expenses	20,009	16,706	16,063	14,000	14,000	14,000	0
Materials	19,257	18,119	18,598	22,500	21,089	21,089	0
Equipment	3,047	0	0	0	0	0	0
Dues & Fees	15,136	27,684	29,781	27,800	27,975	27,975	0
Miscellaneous	7,586	6,279	9,535	6,500	6,500	6,500	0
TOTAL NON-SALARY	176,395	148,122	190,949	136,050	257,229	139,788	-117,441
TOTAL BUDGET	1,079,589	1,140,149	1,105,836	1,058,428	1,205,838	1,051,937	-153,901
% Over FY 2013 Budget	-14.54%		% Over FY 2013 Expected	-12.76%			



DISTRICT ADMINISTRATIVE SERVICES

Weston Public Schools, Weston, CT

Key Budget Facts

<u>Enrollment</u>	
Projected 2013-14	2,378
Change - 10/1/12	(65)

<u>Staffing</u>	
Certified F.T.E.	3.00
Non-Certified F.T.E.	<u>5.70</u>
Total	8.70

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		
	Severance payment for retiree in FY 2013 will not reoccur	-29,110	
	Replacement for retiree started mid FY 2013 at lower salary	-7,350	
		-36,460	
Stipends/Summer	Non-represented staff salary increase TBD		
Prof. Tech. Ser.	Paid 2 one-time legal settlements in FY 2013	-117,441	-69.52%
Rental & Repairs	No change	0	0.00%
Postage	No change	0	0.00%
Advertising	No change	0	0.00%
Printing & Binding	No change	0	0.00%
Reimbursable Exp.	No change	0	0.00%
Materials	No change	0	0.00%
Equipment	No requests	0	0.00%
Dues & Fees	No change	0	0.00%
Miscellaneous	No change	0	0.00%

SELECT ACCOUNT DETAILS

Professional Technical Services:

Legal Fees	15,000
Management Services	15,000
Consultants	21,500
Total Professional Tech. Ser.	51,500

Advertising:

Human Resources	6,000
Purchasing	1,500
Total Advertising	7,500

Dues & Fees:

CABE	9,590
CES	4,755
CAPSS	3,455
CES Leadership	2,500
CES REAP Membership	450
NESDEC	1,750
District Management Council	2,900
SFCSA	550
CASBO	625
ASBO	220
CREC Purchasing Consortium	195
COSTA	235
Alert Weather	750
Total Dues & Fees	27,975