

District Administrative Services



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HES



WIS



WMS



WHS

The General 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. This past year the district negotiated a three year contract with non-certified employees represented by the AFSCME union. The cost of this is reflected in the various cost centers of this budget. The FY 2011 budget reflects the contracted salaries and employee benefits for all employees covered by the Weston Administrators' Association, Weston Teachers' Association and AFSCME.

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 coordination with the Connecticut State Department of Education. This office is responsible for administering employee benefits along with many state and federal compliance requirements.

Payroll currently handles 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 as 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 approximately \$44M in payments this year. The district proactively seeks ways to deliver services in a more cost effective way. We solicit pricing whenever possible. For example, in the Spring of 2009, the Directors of Finance and Operations and Facilities bid cleaning services and were able to secure a contract that saved more than \$44k with the added benefit of performance guarantees. On a larger scale, the district recently prepared detailed specifications for transportation services, and accepted and awarded the bid. The contract provides for 20 new vehicles with a net increase in cost for next fiscal year of less than 1%. Finally, the Business Office continues to examine all opportunities to save money in operational areas and direct resources to the educational programs for our students.

DISTRICT ADMINISTRATIVE SERVICES

Weston Public Schools, Weston CT

	2007 Expended	2008 Expended	2009 Expended	2010 Budget	2010 Expected	2011 Requested	Differ. to Expected
<u>OBJECT BUDGET SUMMARY</u>							
I. Salaries							
Administrators	501,398	447,516	482,019	482,701	482,701	482,701	0
TOTAL CERTIFIED	501,398	447,516	482,019	482,701	482,701	482,701	0
Clerical	319,638	382,171	395,473	395,814	399,257	399,257	0
Sub-Caller - Stipends	30,771	29,770	28,567	25,370	28,875	28,875	0
TOTAL NON-CERTIFIED	350,409	411,941	424,040	421,184	428,132	428,132	0
TOTAL SALARIES	851,807	859,457	906,059	903,885	910,833	910,833	0
II. Non-Salary Objects							
Professional Tech. Services	189,201	76,565	125,200	86,500	86,500	86,500	0
Equipment Rental & Repairs	18,017	15,336	9,214	2,500	13,168	13,168	0
Postage	4,441	5,807	4,218	750	7,700	7,700	0
Advertising	15,698	13,794	10,472	10,000	7,500	5,000	-2,500
Printing & Binding	7,717	3,419	1,895	4,500	2,456	2,456	0
Reimbursable Expenses	9,805	10,235	17,146	12,715	20,700	20,700	0
Materials	37,509	22,130	24,970	22,825	22,825	22,825	0
Equipment	13,653	9,506	7,602	0	0	0	0
Dues & Fees	9,184	13,400	23,502	17,280	17,560	26,962	9,402
Miscellaneous	3,043	5,273	6,226	3,000	6,090	6,090	0
TOTAL NON-SALARY	308,268	175,465	230,445	160,070	184,499	191,401	6,902
TOTAL BUDGET	1,160,075	1,034,922	1,136,504	1,063,955	1,095,332	1,102,234	6,902
% Over FY 2010 Budget	0.65%		% Over FY 2010 Expected		0.63%		

That more than 1500 man hours per year are required to prepare and file mandated state and federal reports?

That there are monthly meetings for Board of Education sub-committees open to the public?

That the budget planning process starts 11 months prior to the start of the fiscal year with an evaluation of program needs and cost saving strategies?

Did You Know?



DISTRICT ADMINISTRATIVE SERVICES

Weston Public Schools, Weston CT

Key Budget Facts



Enrollment	
Projected 2010-11	2,545
Change - 10/1/09	(33)

Staffing	
Certified F.T.E	3.00
Non-Certified F.T.E.	6.90
Total	9.90

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	Salary for non-represented staff TBD		
Clerical	Salary for non-represented staff TBD		
Stipends/Summer	No change: account pays for substitute caller		
Prof. Tech. Ser.	No change	0	0.00%
Rental & Repairs	No change	0	0.00%
Postage	No change	0	0.00%
Advertising	No major contract scheduled for bidding in FY 2011	-2,500	-33.33%
Printing & Binding	No change	0	0.00%
Mileage	No change	0	0.00%
Materials	No change	0	0.00%
Equipment	No requests	0	0.00%
Dues & Fees	Reinstate membership in the Connecticut Board of Ed. Assoc.	9,402	53.54%
Miscellaneous	No change	0	0.00%

SELECT ACCOUNT DETAILS

Professional Technical Services:

Legal Fees	50,000
Management Services	15,000
Consultants	21,500

Total Professional Tech. Ser. 86,500

Advertising:

Human Resources	4,000
Purchasing	1,000

Total Advertising 5,000

Dues & Fees:

CABE	9,402
CES	4,779
CAPSS	3,896
CES Leadership	3,000
NESDEC	1,520
CT Superintendent's Network	2,695
SFCSA	550
CASBO	575
ASBO	185
Eastconn	50
CREC Purchasing Consortium	75
COSTA	235

Total Dues & Fees 26,962

**DISTRICT ADMINISTRATION
STAFFING**

<u>2009-2010 Actual</u>		<u>2010-2011 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
1.00	Accounts Payable/GL	1.00	0.00
0.40	Student Activities Accts.	0.40	0.00
1.00	<i>Receptionist</i>	1.00	0.00
<u>6.90</u>	TOTAL NON-CERTIFIED STAFF	<u>6.90</u>	<u>0.00</u>
9.90	TOTAL STAFF	9.90	0.00