



District Administrative Services



Dr. William McKersie, Superintendent of Schools
Mr. Richard Rudl, Director of Finance and Operations
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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 Members¹, the four Principals and the Executive Assistant to the Superintendent.

For the Superintendent's Office, we have requested \$7,500 of additional funds, appearing in a line dedicated to Superintendent Consultants. Over the past few years this has been an item that has been unfunded but necessary with consultants used for such work as the Phase Two Facility Utilization Study and executive leadership development.

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, the Weston Teachers' Association and Council 4 AFSCME, AFL-CIO, Local 1303-110. With these contracts expiring at the end of FY 20, the proposed FY 20 Budget includes an increased allocation of \$25,000 for District Legal Fees. This would bring legal fees in line with last year's expenditures, which did not include negotiations.

The Director of Human Resources also serves as Internal Counsel. The Internal Counsel provides legal advice and services on legal issues including labor and employment matters, federal and state education law interpretation and application, student disciplinary issues, commercial contract negotiation and disputes, freedom of information requests and compliance, student residency, and a variety of other legal and compliance matters.

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, working with auditors, payroll, benefits, 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. 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, 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.

¹ Assistant Superintendent of Curriculum & Instruction, Assistant Superintendent of Pupil Personnel Services, Director of Finance & Operations, Director of Human Resources & Internal Counsel, and Director of Digital Learning & Technology.

DISTRICT ADMINISTRATION
Weston Public Schools, Weston, CT

STAFFING

<u>2018-2019 Actual</u>				<u>2019-2020 Projected</u>			
Operating Budget FTE	Other Sources FTE	Total FTE	Program	Operating Budget FTE	Other Sources FTE	Total FTE	Change
Certified Staff							
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 & Internal Legal Counsel	1.00	0.00	1.00	0.00
3.00	0.00	3.00		3.00	0.00	3.00	0.00
Non Certified Staff							
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 & Benefits 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
5.50	0.00	5.50		5.50	0.00	5.50	0.00