

GREENWICH PUBLIC SCHOOLS
Greenwich, CT

December 12, 2017 Board of Education Meeting

Addendum to Agenda Item: 2018-2019 Budget Q & A Round II

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Submitted by: Robert A. Stacy, Director of Human Resources

This Addendum addresses a late question asked by the Board.

Staffing	LR	<p>21. Apples to Apples Havemeyer Admin staffing costs, can you provide how multiple part-time admins are cost effective in terms of office space, technology, overtime, etc. in addition to benefits versus no benefits</p> <p>ANSWER: The Town uses a Benefits Factor of 45.68% for GMEA position. An 11 month Administrative Assistant - full time - earns approximately \$65,000 annually. The benefit factor would be approximately \$29,690. Savings in terms of office space, technology, etc. would be minimal.</p> <p>During the 2017-2018 Budget Preparation Process a Board Question was asked and answered:</p> <p><i>"QUESTION - If we reduce the number of admins supporting CIPL what specific services do we lose? (LR)</i></p> <p><i>ANSWER: Directly supporting the Asst. Supt are 1.0 FTE AA who provides the higher level administrative work and an additional .40 FTE AA (20 hours per week) grant-funded clerical position in the CIPL Office, who provides support for public and non- public (Private School) Grant Funding and reconciliation of the expenditures. This position creates and communicates the grant packages and receives all staff activity requests for the private school teachers - a requirement of the grant partnership. This position also manages the professional learning database – Protraxx for all professional learning across the district (reporting, attendance, evaluations, creation /logging of activities).</i></p> <p><i>There are six administrative assistant positions, with a full time equivalent of 3.83 FTE, that support the work of the 5 coordinators and one facilitator. The AAs also, on an ad hoc basis, support the instructional coaches and the PE, Health, FCS Lead teacher. In reviewing the responsibilities that AAs currently have, the work that would either not get done or would not be done in a timely fashion include inventory and maintenance of instructional supplies, non-essential day to day operations of the office, e.g., the maintenance of administrative calendars and appointments, construction of agendas for meetings, response to inquiries from the community and the building. It might be necessary for coordinators and other instructional support staff to take on some of this work which is a poor utilization of higher priced staff as</i></p>
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	<p><i>well as impinging on an already overcrowded workload. Please remember that the work day and work year of these positions are: one at a 35 hour week for 12 months, one at 25 hrs/week for 12 months, one at 25 hrs/week for 11 months, two at 25 hrs/week for 10 months and one at 25 hrs/week for 10 months that also provides support the Media Coordinator for one half of her time. Note that in 2014 a part time AA position was eliminated as a trade-off for the PE, Health, and FCS Lead teacher."</i></p> <p>Dr. Gildea is working to get a sense of the Central Office support structure, not only Administrative Assistants, to maximize efficiencies and to provide enhanced support to the schools. This assessment will take some time but may result in operational efficiencies and improved effectiveness.</p> <p>Once the Superintendent has a better understanding of the current structure, we can move forward on coordinating any improvements in collaboration with the Town of Greenwich HR Department, where appropriate. We would have to receive the approval of the BET HR Committee and the full BET, after receiving the support and approval of the Town HR Director and the appropriate unions, for any Town non-instructional positions.</p>