

Woodbridge Board of Education  
Woodbridge Board of Education Special  
Meeting  
Thursday, June 3, 2010 6:30 PM

Woodbridge Board of Education Special  
Meeting June 3, 2010 6:30 PM Executive  
Session 7:00 PM Public Session BRS Library  
Media Center

## **Agenda**

- I. **Call to Order**
- II. **Executive Session in accordance with State Statute**
  - A. Review Personnel Appointment
- III. **Public Session 7:00 PM**
  - A. Act on Reconciliation of 2010/11 Budget
  - B. Act on Appointment of Director of Business Services and Operations
- IV. **Adjourn**

Woodbridge School District  
Possible Budget Adjustments  
6/03/2010

	Budget 2009-2010	Original Proposed 2010-2011	% Increase	Town Approved 2010-2011	\$ Difference from Original Proposed	% Increase Over 2009-2010	Comments
Total Budget	11,891,711	12,185,978	2.47%	11,992,792	193,186	0.85%	
<b><u>I. Proposed Budget Cuts To Meet Town Approved Budget</u></b>							
OPEB					(124,862)		Town Funding OPEB
Salary Savings Due To Staffing Changes					(41,090)		Salary Savings
Wintergreen Tuition Savings					(4,500)		Tuition Pricing Change
Furniture					(6,500)		Budget Cut
Testing					(3,000)		Budget Cut
Teaching Equipment					(4,000)		Budget Cut
Library Books					(5,000)		Budget Cut
Dues & Fees					(4,234)		Budget Cut
Keep .5 Secretary Position					20,000		To Be Discussed
Custodial Savings					(20,000)		To Be Discussed
Total Budget Increase (Decrease)					<u>(193,186)</u>		
<b><u>II. Changes In Accounts Since Budget Development-To Be Discussed</u></b>							
Health Insurance Savings					(75,556)		Budget 12%, renewal at 6%
MERF Increase					32,256		Budget 7.5%, renewal 9.5%
SPED Tuition Increase					106,254		Outplacement Changes
Total Account Changes					<u>62,954</u>		

# WOODBRIIDGE SCHOOL DISTRICT

## JOB DESCRIPTION

### POSITION TITLE: Director of Business Services and Operations

#### **Accountability and Basic Functions**

The Director of Business Services and Operations is responsible to the Superintendent for the design, implementation, and operation of all business systems and procedures for the school district as determined by the Board of Education. The objective of any coordination of fiscal services and programs will be to provide a more efficient, productive and cost-effective business management system for the district.

The Director of Business Services and Operations will work cooperatively and in a supportive manner with other administrators.

#### **Specific Duties and Responsibilities**

The Director of Business Services and Operations will carry out the following functions for business matters and systems for the Board of Education as directed by the Superintendent.

1. Establish, supervise, and maintain all budgetary, payroll, purchasing, and financial systems, including proper disbursement of funds, maintenance of complete records thereof, consistent with state and federal requirements.
2. Recommend to the Superintendent administrative guidelines and regulations consistent with sound business procedures and Board policy.
3. Act as advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
4. Supervise the management of the financial affairs of the school.
5. Assume responsibility for the receipt and expenditure of school district funds.
6. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions.
7. Provide monthly accounting of all income and expenditures.
9. Supervise all accounting operations.
10. Maintain a continuous internal auditing program for all funds.
11. Prepare reports to all proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
12. Assist in the execution of the enacted budget, including the recommendation of administration controls where required.
13. Assist in developing improvements in the financial management of the school system, including budget methods, format, and presentation.
14. Approve all vouchers authorizing the expenditures of monies.

Job Description: Director of Business Services and Operations

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15. Supervise responsibility for health insurance records and health insurance accounting.
16. Initiate and follow through procedures for sending out bids concerning school affairs.
17. Purchase in accordance with established policies all supplies, materials, and equipment.
18. Supervise an up-to-date inventory of school property. Oversight for school voice mail operations.
19. Manage school system Food Service program as Cafeteria Director. Supervise Cafeteria/Kitchen employees.
20. Supervise Facilities Manager and custodial staff.
21. Oversight of school health services budgeting requirements.
22. Assist in recruiting, screening, hiring, supervising, and evaluating personnel in positions under his/her jurisdiction.
23. As directed by the Superintendent, serve as the Board's representative in negotiations, mediation, and arbitration, and other labor-relations matters.
24. Prepare financial reports as required by state and federal agencies.
25. Supervise processing of grant funds and sign all checks issued.
26. Cooperate with auditors in their annual audit of the financial operation and condition of the school system.
27. Assume responsibility for own professional growth and development by keeping current with the literature, new procedures, and improved practices, and by attending appropriate professional meetings.

**Qualifications**

The Director of Business Services and Operations must hold a certification as a School Business Official in the State of Connecticut.

## COMPENSATION

Salary is \$93,000-100,000 based on experience and an excellent benefits package will be offered.

## APPLICATION PROCEDURES

A completed application submission must include:

- Cover Letter and Current Resume.
- Copies of Undergraduate and Graduate Transcripts.
- Three Letters of Recommendation, including one from current employment setting.
- Copy of current Connecticut Certification.

All inquiries and completed application must be received by May 11, 2010 and sent to:

Gaeton F. Stella, Ph.D.  
Superintendent  
40 Beecher Road South  
Woodbridge, CT 06525

**Screening and Interviews Commence  
May 12, 2010  
Until Position is Filled**

**Anticipated Start Date: Mutually Agreed**

*The Woodbridge Board of Education is an  
Equal Opportunity Employer*

# The Woodbridge Board of Education

invites outstanding qualified  
applicants  
to apply for the position of

***DIRECTOR OF BUSINESS  
SERVICES AND OPERATIONS***

for the

**WOODBIDGE SCHOOL  
DISTRICT**



**THE COMMUNITY**

Woodbridge is located Northwest of New Haven. Rural in character, it is a suburban town of 9,775 residents. Beecher Road School is a PreK-6 facility. Graduates attend Amity Regional School District #5, which has both a Junior and Senior school, serving students from Bethany, Orange and Woodbridge. The community of Woodbridge has traditionally supported excellence in education. Beecher Road School, with a population of approximately 735 students, is Woodbridge’s only elementary school. The Beecher community enjoys a very high level of parent involvement and support. The fiscal resources of the PTO provide an exceptional program of class enrichment presentations in support of curriculum and generous funding for school needs as well as identified projects of special interest.

**SCHOOL DISTRICT PROFILE**

<b>FACILITY</b>	<b># STUDENTS</b>
Beecher Road School.....	735
<b>BUDGET 2009/2010</b> .....	<b>\$11,891,720</b>
<b>EMPLOYEES 2009/2010</b>	
Certified.....	73
Non-Certified.....	49
Administrators.....	5

**POSITION DESCRIPTION**

The Director of Business Services and Operations is responsible for the design, implementation, and operation of all business systems and the finance operations and procedures adopted by the Woodbridge Board of Education. In providing coordination for all fiscal services and programs the Director of Business Services and Operations will strive to ensure that resources allocated to and by the district provide efficient, productive and cost-effective systems. The Director of Business Services and Operations is expected to work collaboratively with school and community groups and officials of town government. The successful candidate will:

- Reflect a comprehensive understanding of the principles of fiscal management and budget development for school districts.
- Establish, supervise and maintain all budgetary, payroll, purchasing and financial systems, including proper disbursement of funds, maintenance of complete records thereof, consistent with state and federal requirements and the policies of the Woodbridge Board of Education.
- Recommend to the Superintendent administrative guidelines and regulations consistent with sound business procedures and Board policy.

- Advise the Superintendent on matters related to business and financial affairs of the district.
- Supervise management of financial affairs of the district. Supervise accounting operations and Business Office staff.
- Establish and supervise a program of accounting and record keeping consistent with federal, state and local auditing requirements for the maintenance of records detailing expenditures and credit transactions. Prepare state and federal financial reports.
- Provide a monthly accounting of all income and expenditures; prepare and present monthly line item report to the Board Finance Committee.
- Prepare reports as directed reflecting the status of budgetary accounts; monitor and report status so as to prevent overspending of any budgeted account.
- Assist in the execution of the enacted budget, including the recommendation of administration controls where required.
- Assist in the development of improvements in financial management procedures for the school district, including budget development and management, format and presentation.
- Approve all vouchers and preparation of disbursements authorizing the expenditure of district funds.
- Oversee health insurance accounting and records.
- Maintain school property inventory.
- Manage the school district Food Service Program and supervise the Food Service Manager.
- Manage the school district Custodial Service Program and supervise the Facilities Manager.
- As directed by the Superintendent, serve as a Board representative on committees such as negotiations, mediation, arbitration, and labor and personnel matters.
- Participate and collaborate in the annual audit of the district financial operations and maintain a continuous internal auditing program for all funds.
- Pursues professional growth and development opportunities in keeping with the literature for best practice and improvements in procedures and functions of the district Business Office.