

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

INFORMATION ITEM

July 6, 2010

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: .5 Staff Increase

We are requesting the reinstatement of an office assistant who moved from full-time to part-time in the last set of budget cuts. At this time, we have 2 secretaries to handle the building duties at West. West has 546 students. (1:273) Central has 1103 with 2.5 office staff to handle the day-to-day duties. (1:441) The ratio is not nearly the same between the buildings. At this time, we do not feel we can ask the BOE for an assistant principal; however, the reinstatement of this position would mean a great deal to the way the office runs at Central. The overall cost would be approximately \$10,000, far less than the cost of an assistant principal.