

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

INFORMATION ITEM

May 3, 2010

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Office Re-Organization

One of my goals this year was to get job descriptions for all personnel. The office assistant area was, by far, the toughest. It turns out that the staff was all hired a little differently. We would like to do away with the titles of receptionist, registrar, and copy clerk and simply call everyone administrative assistant. Additionally, one of the positions in the front has little to do with the actual school, but that person spends most of her time processing checks, purchase orders, and working in the business office. That individual would be moving with us to West next year leaving 2.5 people in the Central office. Considering we do not have an assistant principal for Jason, I would recommend that we make that part-time position back into a full-time position so that he can have an assistant for increased duties. The cost for this would be \$10,400.

I look at the facts that we have saved \$17,500 on copier reduction, \$20,000 on paper usage, and many other reductions along the way to get us to reduce the amount we have been borrowing by at least \$200,000 to \$700,000. I feel it would be a good use of money to get this assistance for Jason at a very minimal cost and I do not feel an assistant principal is in the budget at this time. If you are agreeable, we can put it on the consent agenda for next time. If not, we will just keep doing what we are doing.