

Austin Tanner

From: Patricia Buell <buell@brooklynschools.org>
Sent: Monday, February 07, 2022 3:26 PM
To: Austin Tanner; Mae Lyons
Subject: Current Salary Org Chart
Attachments: Business Office Org Chart - All three options on one page.pdf

Hello, There is more detail to share, but I wanted to share this chart with you.

The main premise is:

1. We agree that the **shared staffing** model is great to have between the school and the Town.
2. Brooklyn has tried to work with this shared model since at least 2015. During that time, Brooklyn has had five people in the position.
 - S. Holmes 2015(?) - 4/2017
 - K. Erickson 11/2017-1/2019 **(7 months without a business manager)**
 - K. Vachon 8/2019-1/2020 **(7 months without a business manager)**
 - S. Levin 3/2020-8/2021 **(2 months without a business manager)**
 - R. Bean 9/2021-Present

The fact that we have had so many different people in this position leads me to question why. While early on there were different reasons I may not be aware of, I have had a chance to discuss this with Stephanie and Rushie. The obvious reason is pay. The last two left for more pay while only being responsible for **one side of the job (town or school)**. The skill set is different and the time required to complete the jobs seems to be significantly more time than a 1.0 FTE.

To believe that the Finance Director works 40 hours/week and that .4 FTE is for the Town is very unrealistic. Rushie is very hard working and has been working WELL OVER 60 hours weekly for over 6 months. Some extra hours might be expected when you are learning a new job, but she has learned the new job and it continues to require well over 60 hours. **If she was working 60 hours/week that would be considered 1.5 FTE. It is not realistic to think that she can continue to do this EVERY week and like or remain in the job.**

3. We have addressed the shared financial assistant position and the three staff have been cross trained to fill in for each other. The Board of Education has paid for 2.0 FTE and through work with the finance office and review of assignments, the BOE uses 1.5 FTE and the Town uses 1.5 FTE. While we have never been too worried about the exact % of time, there is actually at least a 50/50 split.

4. **Old projects:** There continue to be outstanding items that need to be resolved. Rushie has worked on some of these issues as a Financial Assistant and now is still trying to work with the Board's Attorney and IRS to resolve some old issues. As you know, we are trying to improve the practices on the school side as well as the Town. Every business manager since 2017 when I started, has also identified procedures that needed to be improved but they literally do not have time to tackle all the work that needs to be completed. **I will say that the audit has been completed the best in the five years that I have seen it! The work of the finance office has proven to be successful as the auditors are able to request, pull and review financial records and we are getting positive feedback. We HAVE made progress and will continue to do so!**

5. I have worked for 15 months without a business manager in the 55 months I have worked in Brooklyn. We have made tremendous progress and uncovered a large number of accounting practices that needed to be corrected. Each

year I have developed the entire budget with very little input from a business manager. I write and manage grants with very little assistance and have managed multiple building projects. All of these tasks take away from my role as an educational leader where my focus should be. **These are some of the reasons I am asking you to consider a change to the structure in the business office.**

6. The Town and the School have received additional funding and we are managing MORE AND MORE grant funds. In addition to the local budget I am dealing with a significant amount of grant funding. We need more than .6, or 24 hours/week of a business manager.

Funds: \$20,000,000 Local Budget

\$ 1,200,000 Grant Funds

\$ 1,200,000 Building Projects last year

Employees: approximately 180 employees on the school side

The Town has a significant budget and many sources of revenue and grants to be managed and the .4 or 16 hours/week and is apparently more than one person can manage.

7. I would be happy to think that we could continue to have a shared service, and I believe that the shared .5 financial assistant is a GREAT way to go. This provides a backup to the payroll person and allows us to function, should the payroll person want to take a vacation or is out sick. I think employing a full time person is much better than hiring two part-time people. We know that part-time people will move on to a full-time position once they are trained.

8. I have worked with the current mentor who is a very seasoned business manager to review what other districts are doing and possible ways that we might be able to improve our office and **retain the great staff that we have doing the job.**

Please take a minute to look at this sheet. There are three options:

1. Current staffing, but a correction to the .5 and .5 financial assistant split for next year
2. Add a finance director
3. Add an assistant finance director

The benefit to having two finance directors: Each one can learn the specifics of their job. They can work together, but to be the expert in everything school related AND municipal is challenging.

I hope that we can discuss this before too long as we move forward with the budget process. I think that we could use some ARP ESSER funds to cover the additional costs and that would at least give us two years of funding to determine if we still need all of the staff. I will share comparable information with you when we meet. **Thank you for your time on this matter!**

Patti

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Mission: The Brooklyn Schools will foster a drive for learning within each student to reach his/her greatest potential. To achieve this mission, the school will continually improve its educational programs and services to meet this community's expectations for a quality education for all.

ORGANIZATION CHART
TOWN OF BROOKLYN AND BROOKLYN PUBLIC SCHOOLS

For consideration based on CASBO Study and Current Need/Workload

Current Staffing Model Adjusted based on actual work

Finance Director \$94,554 4 FTE Town of Brooklyn \$37,822 6 FTE Brooklyn Public Schools \$66,733 (Reduce by \$7,500 to be used toward mentoring for half year)	
1.0 FTE Financial Assistant	\$60,777
1.0 FTE Financial Assistant	\$64,415
1.0 FTE Financial Assistant	\$61,158
Adjusted Model 22-23	
1.0 FTE Financial Assistant	\$129,178
1.0 FTE Financial Assistant Shared	\$30,579
1.0 FTE Financial Assistant	\$61,158
Town Cost	\$98,599
BOE Cost	\$148,470

Proposal #1: Add an additional Finance Director, Share One Finance Assistant

Finance Director \$90,000	
1.0 Town of Brooklyn	
School Business Manager \$94,554	
1.0 Brooklyn Public Schools	
1.0 FTE Financial Assistant	\$64,415
.5 FTE Financial Assistant	\$30,579
(Reduce by \$7,500 to be used toward mentoring for half year)	
Town Cost	\$181,356
BOE Cost	\$189,548

Proposal #2: Share Finance Director and Assistant, Share One Financial Assistant

Finance Director \$94,554	
Finance Director Assistant \$75,000	
.5 FTE each position Town of Brooklyn, Total 1.0	
1.0 FTE Financial Assistant	\$60,777
.5 FTE Financial Assistant	\$30,579
(Reduce by \$7,500 to be used toward mentoring for half year)	
Town Cost	\$176,133
BOE Cost	\$179,771