
OFFICE OF THE SUPERINTENDENT

MEMORANDUM

TO: PERSONNEL COMMITTEE
FROM: JOHN H. GRANT, SUPERINTENDENT
SUBJECT: BUILDING SECRETARIAL TIME
DATE: 5/18/2006

Based on the Personnel Committee's charge to review building secretarial needs "in context" of how secretarial time is presently being used and what, if any, administrative recommendation could be made to address the concerns presented by Mrs. Nelson and Mr. Schaffer, I offer the following for the 2006-2007 school year.

1. Problems Identified:
 - a. Inequity of staffing based on secretary/student ratio. (Admin.)
 - b. Inequity of staffing based on summer secretarial needs. (Admin.)
 - c. Inequity in that "what you do for one you should do for all." (Union)

2. Points

- a. Elementary Comparisons:

Russell	1 - "B"	5.15 hours/student
Sugar Grove	1 - "B"	5.54 hours/student
Allegheny Valley	1 - "B"	11.40 hours/student
Sheffield Elementary	1 - "B"	11.00 hours/student
Warren Area Elementary	2.5 - "B"	5.31 hours/student
South St. Elem. Learning Ctr.	1.5 - "B"	6.11 hours/student

- b. Secondary Comparisons:

Eisenhower MHS	1 - "A"; 3 - "B"	9.46 hours/student
Sheffield Area MHS	1 - "A"; 2 - "B"	12.71 hours/student
Youngsville HS	1 - "A"; 3 - "B"	15.03 hours/student
Warren Area HS	1 - "A"; 4 - "B"	7.70 hours/student

WARREN COUNTY SCHOOL DISTRICT

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c. Other

Youngsville EMS	1 - "A"; 2 - "B"	7.13 hours/student
Beaty-Warren MS	1 - "A"; 2 - "B"	8.32 hours/student
WCCC	1 - "A"; 1 - "B"	8.40 hours/student

- d. As summer programming continues to develop and building administrators are expected to be 12 month (260 day) employees, summer secretarial availability needs to be addressed as argued.
- e. The argument for "what you do for one you should do for all" is interesting and will be considered in the following recommendations.
- f. Presently we have 33 people covering 32 FTE of building secretary positions ("A"'s and "B"'s) with a payroll of \$534,000 (2005-2006) and an estimated \$554,025 payroll (2006-2007).
- g. Present building secretarial staffing has evolved from "out of context" decisions to the following:
- 1 - 8.0 hour "A"
 - 6 - 7.0 hour "A"
 - 2 - 3.5 hour "B"
 - 4 - 6.0 hour "B"
 - 1 - 6.5 hour "B"
 - 12 - 7.0 hour "B"
 - 5 - 7.5 hour "B"
 - 2 - 8.0 hour "B"

3. Proposal

- a. Drop one secretarial FTE from West Attendance Area and reassign to North Attendance Area (No additional cost, increased balance)
- b. Drop all "A" positions and replace with "B" for a total of 32 FTE of "B" positions working 7 hours per day/FTE.
- c. Provide each principal with 44 days of "B" secretary with appropriate skills to be flex scheduled during the summer (beyond the 201 day work year for "B" secretaries).
- d. The cost of "Proposals b and c" as compared with "Point f" would be \$533,489 (2005-2006) and \$553,490 (2006-2007). (No Increase).

4. Result -

- a. Staffing ratios are better balanced (Admin. concern)
- b. Summer staffing is improved throughout the district (Admin. concern)
- c. Positions are all treated the same: hours, pay, vacation. (Union)

COST ANALYSIS

PRESENT SECRETARY MAKE UP AND COST

"A's" (# of Days) (FTE) (HRS) (Pay Rate)

(260) (6) (7) (11.90) =	121,102.80
(260) (1) (8) (11.90) =	23,067.20

\$144,170.00 + Subs for vacations.

"B's" (201) (2) (3.5) (10.95) =	15,406.65
(201) (4) (6.0) (10.95) =	52,822.80
(201) (1) (6.5) (10.95) =	14,306.18
(201) (12) (7.0) (10.95) =	184,879.80
(201) (5) (7.5) (10.95) =	82,535.63
(201) (2) (8.0) (10.95) =	35,215.20

\$385,166.26 + No Subs for vacations

TOTAL AS IS

\$529,336.26

INCLUDING VACATION (vacation subs)

+ 4,663.74

SUBS

\$534,000.00

PROPOSAL - Everyone "B" at 7hrs/day + 44 days for flex sched./Bldg.

(B) (201) (32) (7) (10.95) =	\$493,012.80
(44) (12) (7) (10.95) =	40,471.20

\$533,484.00

Secretarial Time Distribution By Attendance Area

Area	Hours	Students	Hours/Student	Hours/Student After Attendance Area Change (3a)
North	9,366 (10,773)	1,161	8.067	9.279
East	7,651	663	11.540	11.540 (NC*)
West	10,465 (9,058)	1,052	9.948	8.610
Central	21,328	2,523	8.418	8.418 (NC)

*Combining of Sheffield Elementary School and Allegheny Valley Elementary School would drop the ratio to 9.418.

District Secretarial Numbers Projections for the 2006/2007 School Year

School	Enrollment	Number of Secretaries	Students Per Secretary Ratio	Classifications of Secretaries	Total Number of	
					Secretarial Hours Per Year	Hours Per Student Ratio
Russell	293	1	293.00	B	1507.5	5.15
Sugar Grove	272	1	272.00	B	1507.5	5.54
EMHS	596	4	149.00	A, B, B, B	5639	9.46
North Attendance Area	1161	6	193.50		8654	7.45
AV	141	1	141.00	B	1608	11.40
SES	137	1	137.00	B	1507.5	11.00
SAMHS	385	3	128.33	A, B, B	4894	12.71
East Attendance Area	663	5	132.60		8009.5	12.08
YEMS	650	3	216.67	A, B, B	4634	7.13
YHS	402	4	100.50	A, B, B, B	6041	15.03
West Attendance Area	1052	7	150.29		10675	10.15
WAECC	663	2.5	265.20	B, B, .5B	3517.5	5.31
SSELCC	362	1.5	241.33	B, .5B	2211	6.11
Bealy	557	3	185.67	A, B, B	4634	8.32
WAHS	941	5	188.20	A, B, B, B, B	7247	7.70
WCCC	384	2	192.00	A, B	3227	8.40
Central Attendance Area	2523	14	180.21		20836.5	8.26
District	5399	32	168.72		48175	8.92

* WCCC students are not included in total of Central Attendance Area students. Also, enrollment projections for the WCCC are 198 in the a.m. and 186 in the p.m. All students are not at the WCCC at one time.

Class A Secretaries - 260 Days
Class B Secretaries - 201 Days (180 student days + 14 days beyond students + 7 paid holidays)

**Warren County School District
Building Secretaries
2005/2006**

Name	Building	Classification	Hours Per Day	Hourly Rate
Koontz, Ellen	AV	B	8	\$10.95
Griffin, Laurie	Beaty	B	7	\$10.95
Swanson, Sara	Beaty	A	7	\$11.09
Turner, Molly	Beaty	B	7	\$10.95
Dore, Rose	EMHS	B	7	\$10.95
Lehmann, Edith	EMHS	B	6	\$10.95
Pascuzzi, Wanda	EMHS	B	6	\$10.95
Wiltsie, Karen	EMHS	A	7	\$11.09
Trumbull, Doris	Russell	B	7.5	\$10.95
Graham, Judy	SAMSHS	B	8	\$10.95
Hart, Darlene	SAMSHS	A	8	\$11.09
Neiswonger, Linda	SAMSHS	B	6	\$10.95
Lindberg, Sandy	SES	B	7.5	\$10.95
Brewster, Debra	SSELC	B	7.5	\$10.95
Barrett, Jennifer	SSELC	B	3.5	\$10.95
Strand, Linda	Sugar Grove	B	7.5	\$10.95
Maxwell, Laurie (Temp at WAHS - M. Peters subbing)	WAEC	B	7	\$10.95
Grana, Chris	WAEC	B	7	\$10.95
Barrett, Jennifer	WAEC	B	3.5	\$10.95
McTavish, Alicia	WAHS	B	7	\$10.95
Scordo, Joanne (LOA - L. Maxwell subbing)	WAHS	B	7	\$10.95
Swanson, Nancy	WAHS	B	6	\$10.95
Tutmaher, Cheri	WAHS	A	7	\$11.09
Witmer, Colleen	WAHS	B	7	\$10.95
Johnson, Emily	WCCC	A	7	\$11.09
Pollock, Kimberly	WCCC	B	7	\$10.95
Sanden, Sonna	YEMS	B	7.5	\$10.95
Slocum, Connie	YEMS	B	6.5	\$10.95
Smith, Sherry	YEMS	A	7	\$11.09
Bullock, Melissa	YHS	A	7	\$11.09
Chase, Patricia	YHS	B	7	\$10.95
Lord, Debbie	YHS	B	7	\$10.95
Murphy, Donna	YHS	B	7	\$10.95

To: Mark Eberl
 From: Ruth Nelson
 Re: Increased Secretarial Hours at WAEC
 Date: 3-21-06

When WAEC opened the spring/summer of 2005, we discussed the need for a Class A secretary, but that was not in the budget at that time. Therefore 2.5 Class B secretaries were assigned to WAEC. This amount of time has just not been adequate to meet the needs of the school.

I ask you to review the equity of secretarial responsibilities across the district in the following table:

Enrollment vs Staffing - Secretarial
 Warren County School District

Note * Enrollment numbers as of Oct 1, 2005
 for the 05/06 school year

Facility	Enrollment	# of Secretaries	Classification	percentages	office hours	hours/students
WAHS	928	5	1-A 4-B	1 staff/185 students	7140	7.69 per student
WAEC	703	2.5	0-A 2.5B	1 staff/281 students	3325	4.72 per student
BWMS	629	3	1-A 2-B	1 staff/209 students	4480	7.12 per student
EMHS	606	4	1-A 3-B	1 staff/151 students	5510	9.55 per student
YEMS	594	3	1-A 2-B	1 staff/198 students	4480	7.54 per student
YHS	496	4	1-A 3-B	1 staff/124 students	5810	11.71 per student
SAMHS	395	3	1-A 2-B	1 staff/131 students	4480	11.34 per student
SSILC	352	1.5	0-A 1.5B	1 staff/234 students	1995	5.66 per student
RES	301	1	0-A 1-B	1 staff/301 students	1330	4.41 per student
SGES	266	1	0-A 1-B	1 staff/266 students	1330	5.01 per student
AVES	142	1	0-A 1-B	1 staff/142 students	1330	9.36 per student
SES	140	1	0-A 1-B	1 staff/140 students	1330	9.50 per student

I think you can easily see by this table that for the size of our student body, in addition to the building usage and responsibilities, we are understaffed in the secretarial pool.

I would like to also compare WAEC to YEMS and BWMS, other buildings of comparable size.

	# Professional Staff	# Aides	# Custodians	# Cafeteria	Total Staff
WAEC	52	11	6	10	79
BWMS	52	10	7	7	76
YEMS	47	17	6	6	76

The number of staff greatly affects the duties of the secretary as far as maintaining payroll and typing observations. As you can see, WAEC is short again in that area.

All of our secondary and middle schools have a Class A secretary. These schools are of comparable size and in some cases significantly smaller. The needs of WAEC are great. Please note the following comparison:

High Schools/Middle Schools	WAEC
Prepare student/family packets to mail during the summer.	WAEC prepares student/family packets to mail during the summer. (estimated time -1 week)
Prepare student schedules	Elem. Students also need to be scheduled in Pentamation.(3 weeks)
Advance Student files	Advance both A and C files for 4 grade levels. These are keep by teacher assignment.(1 – 2 weeks)
Prepare class lists	Prepare class lists (minimum 1 week)

This is a minimum of six weeks work during the summer without factoring in the use of the building for Summer Music School and Extended School Year and the demands of those programs.

I propose two scenarios to meet these needs.

1. Replace one Class B secretarial position at WAEC with a Class A secretary and increase the .5 position to a full time position.
2. Expand the .5 secretarial position to a full time assignment at WAEC thus making the secretarial assignments three Class B secretaries working 7 hours per day. Add a summer Class B secretary to work 7- 8 weeks during the summer.

To provide consistency to the school, I request top consideration be given to proposal number 1. Thank you for your time.