



County School Superintendent's
Office
Operating Budget Review

May 2, 2019

Overview of Presentation

- Mission/Purpose
- Revenue by Year
- Budget/Expenditures History
- FY 19/20 Projections
- Grant Review
- Duties & Responsibilities
- Office Organizational Charts
- Goals for 19/20

Mission/Purpose



The office of county school superintendent is designated as a local education agency (LEA) for the purpose of serving as an education service agency (ESA) providing guidance, advocacy, programs and services which support Cochise County Schools, county free library districts and municipal libraries.

Duties Includes but are not limited to:



Provide assistance to school districts, charter schools, county free library districts and municipal libraries on the use of student data, staff development, curriculum alignment and technology to improve student performance



Assist schools in meeting yearly adequate progress goals as defined by criteria established by the state board of education and implemented by the department of education

Revenue

- FY 17/18 (actual) – 23,508.11
- FY 16/17 (actual) – 52,338.17
- FY 15/16 (actual) – 59,468.21
- FY 14/15 (actual) – 27,128.03
- FY 13/14 (actual) – 63,502.15
- FY 12/13 (actual) – 40,756.21
- FY 11/12 (actual) – 63,459.09

Revenue from Indirect
Cost Generated by the
Superintendent's office
Deposited into the
General Fund

Budget/ Expenditures History

- FY17/18
 - Budget – 406,312
 - Actual – 394,032
- FY16/17
 - Budget – 361,689
 - Actual – 352,656
- FY15/16
 - Budget – 348,628
 - Actual – 330,980
- FY14/15:
 - Budget – 347,366
 - Actual – 355,654
- FY13/14:
 - Budget – 350,314
 - Actual – 356,021
- FY12/13:
 - Budget – 349,950
 - Actual – 346,977
- FY11/12:
 - Budget – 339,816
 - Actual – 353,762

FY 19/20 Projections Requesting Additional Funding for Jail Educator



This is an Unfunded
Statutory Requirement



Income is based on
Attendance



Juveniles are being sent
from the County Jail to the
Juvenile Detention Center

- *This office is statutorily required to provide services regardless of the student count
- *Incapable of sustaining Jail Educator's salary with current state funding

Grant Revenue History

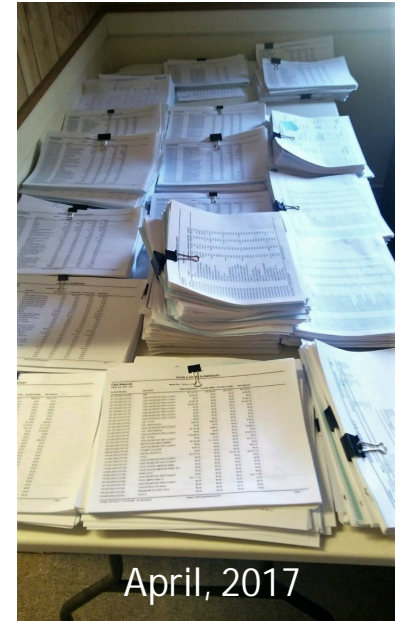
	FY13	FY14	FY15	FY16	FY17	FY18	FY19
non-SPED juv	568	460	413	1667	507	14	47
SPED--MID mild intellectual disability	0	17	0	0	0	0	0
SPED--SLD specific learning disability	173	192	113	63	111	59	6
SPED--ED emotional disability	0	1	0	0	0	0	0
total	741	669	526	1730	618	73	53
County Jail Claim/Operating	FY14	FY15	FY16	FY17	FY18	FY19	FY20
attendance revenue	\$ 27,313.53	\$ 25,080.64	\$ 22,160.00	\$ 33,580.76	\$ 21,991.94	\$ 15,806.75	\$ -
CCSSO general fund - contribution	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 23,000.00
Sheriff contribution						\$ 13,000.00	\$ -
total	\$ 37,313.53	\$ 35,080.64	\$ 32,160.00	\$ 43,580.76	\$ 31,991.94	\$ 38,806.75	\$ 23,000.00
Arlene Cumberbatch							
Salary	\$ 27,803.50	\$ 27,102.61	\$ 27,528.23	\$ 25,702.97	\$ 25,834.00	\$ 20,951.67	\$ -
Benefits	\$ 12,261.42	\$ 12,085.80	\$ 12,130.65	\$ 12,090.38	\$ 12,183.00	\$ 9,857.46	\$ -
total	\$ 40,064.92	\$ 39,188.41	\$ 39,658.88	\$ 37,793.35	\$ 38,017.00	\$ 30,809.13	\$ -
(over)	(2,751.39)	(4,107.77)	(7,498.88)	5,787.41	(6,025.06)	7,997.62	23,000.00



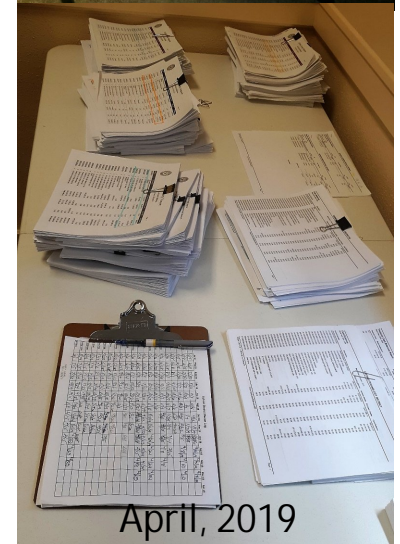
FY 19/20 Projections

Additional Finance Position

- Fiscal Agent for 21 School Districts
- The Accountant is responsible for payroll and expense processing for all
- The Accountant reconciles all districts to the Treasurer's Office monthly
 - Requires 30 mins to half a day, depending on the size of the district & possible issues
 - In the 17/18 year half of our districts received audit findings because our office was behind on reconciliations
 - High turnover in the position is due to workload, lower pay than comparable non-county jobs
 - In the past, with the help of a part time accountant we were able to support the schools
 - Current situation – very challenging to support Schools with present staffing/no room for error, vacation, or sick leave



April, 2017



April, 2019

Additional Finance Person (Cont')

- The Admin Assistant (Finance) is responsible for revenue, journal entries, and stop/void warrants for all districts
- Treasurer's new software has increased the man-hours to support the schools by approximately 15 hours per week
- Manages 141 grants for the school districts to include the Jail and Detention Center
- Responsible for office accounts payable, budgeting and reconciliations

Additional Requests

- Furniture upgrade – the furniture in our office is 30+ years old and inconsistent with the other offices in the county, which gives a negative first impression.
- Upgraded Security – which includes but not limited to new locks and monitor to use in conjunction with existing security camera



Grant Review

- IDEA Secure Grant (Juvenile SPED Grant) ended 6/30/2018, which caused an unfunded statute situation
- Took away the ability to:
 - Hire a SPED Teacher
 - Send SPED and General Education Teacher to Arizona Department of Education (ADE) required training
 - Pay for Administrative time for grading and other paperwork
 - Need assistance to fund future expenditures

Duties and Responsibilities

Administrative Assistant

- conduct research, prepare statistical reports, handle information requests,
- prepares correspondence, receiving visitors, arranging conference calls, and scheduling meetings
- Manages Superintendents Calendar & Schedule trip arrangements
- Home School Liaison
- Teacher Certifications

Outreach Coordinator

- Responsible for development and implementation of programs serving adults & youth
- Plans annual calendar of events for CCSSO
- Drafts and distributes media outreach
- Liaison between CCSSO, businesses, post secondary institutions, ADE, and the Governor's Office

Duties and Responsibilities

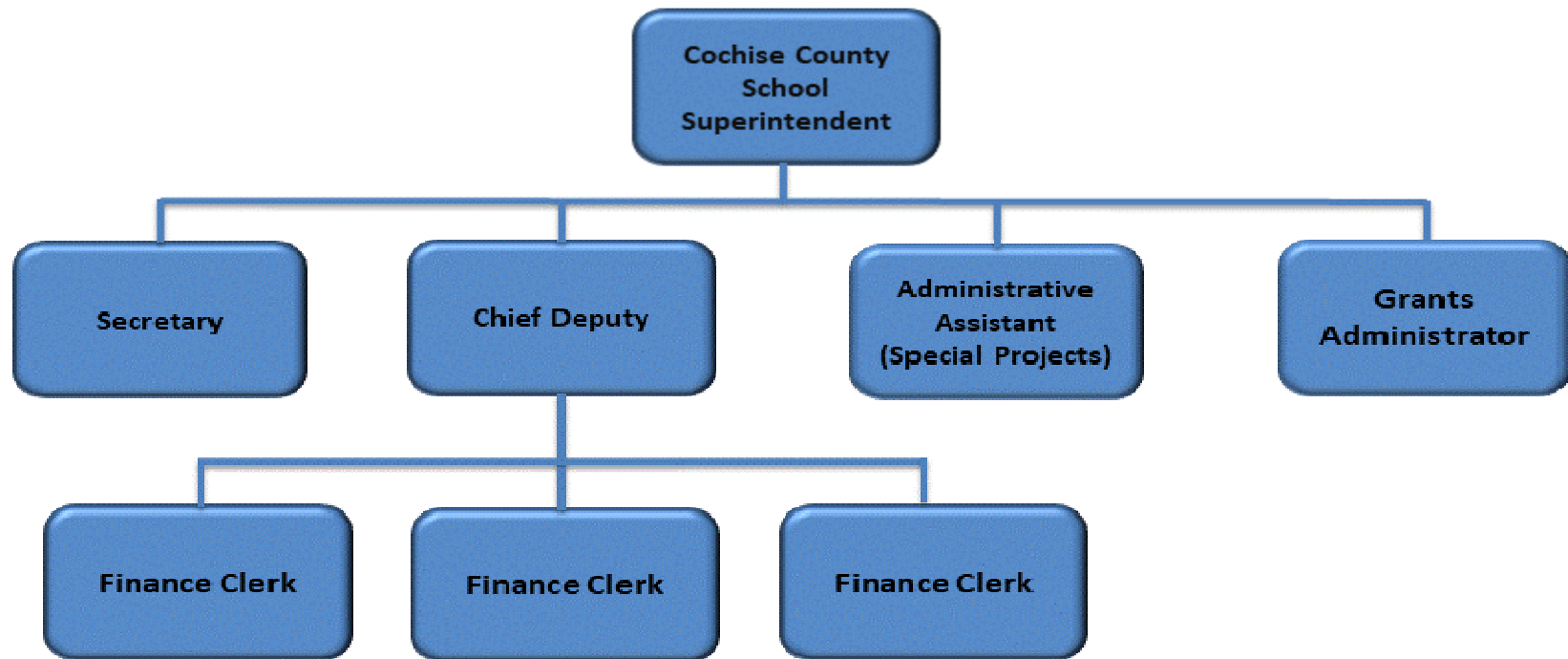
Accountant

- Payroll & Expense voucher processing for 21 school districts
- Reconciles all districts monthly to the Treasurer
- Responsible for paying fed & state taxes, direct deposits, and ASRS for 9 school districts, bi-weekly
- Prepares annual tax forms and files for 9 school districts
- Serves as liaison between school districts and Visions accounting software

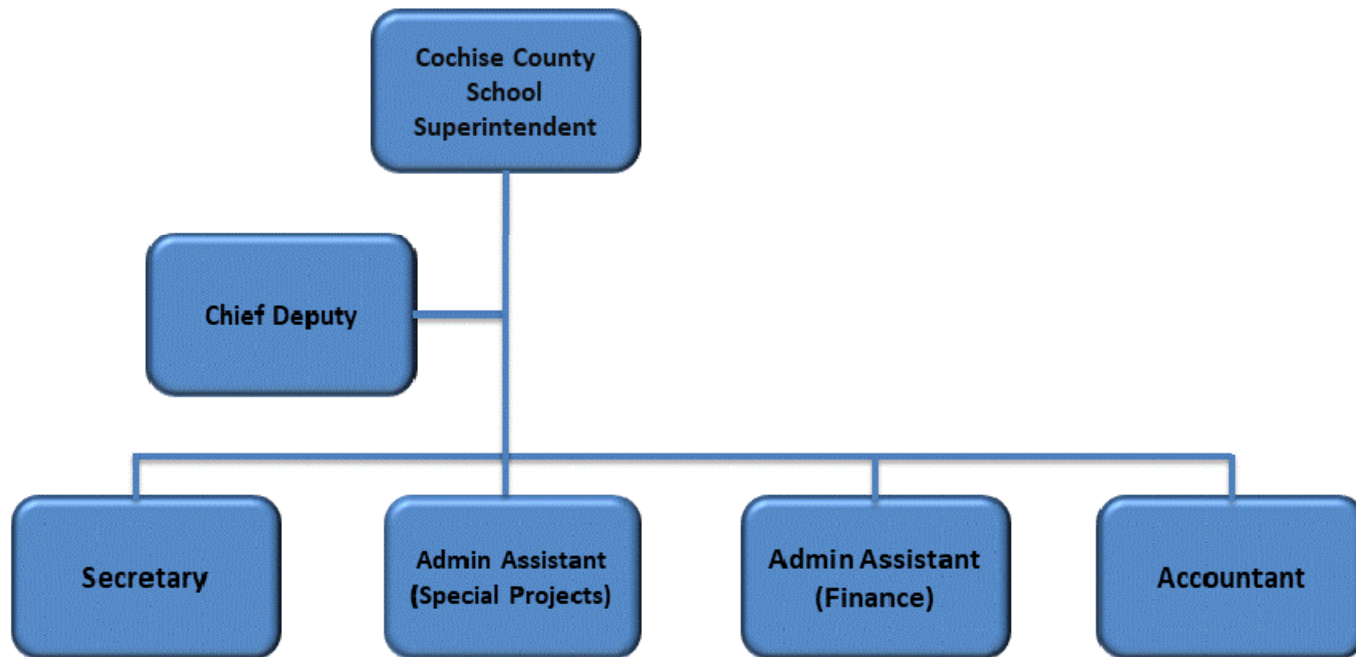
Business Manager

- Responsible for revenue, journal entries, stop/void warrants for all districts
- Manages 141 grants for the districts
- Responsible for payroll withholding deposit, bi-weekly
- Accounts payable for the office
- Reconciles office funds to the Treasurer
- Office budget

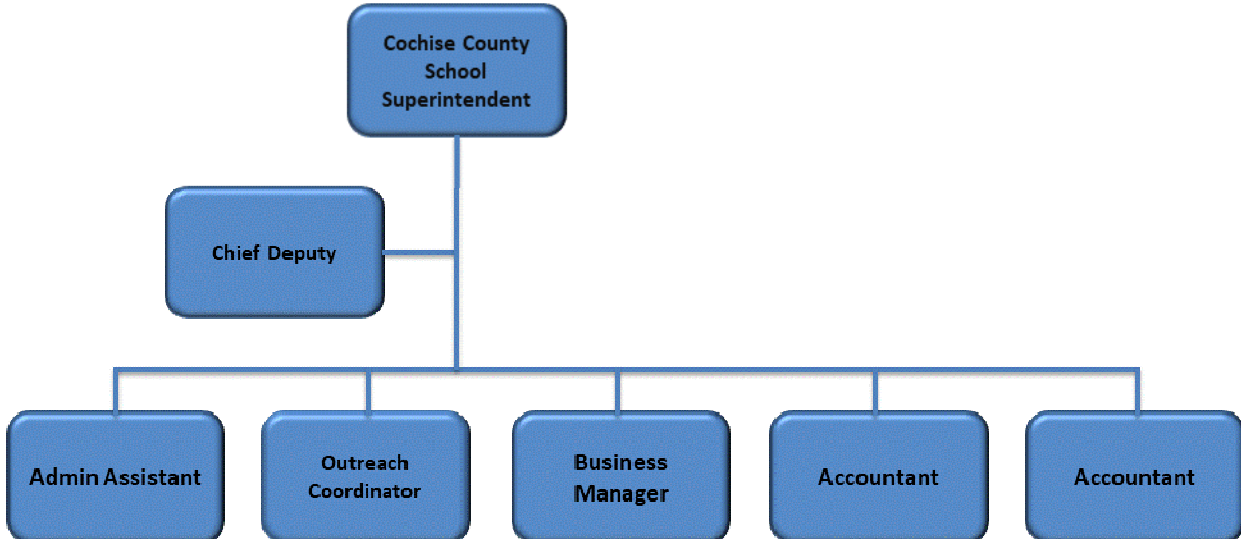
Organizational Chart - 2013



Current Organizational Chart



Future Organizational Chart



Reclassifying Job Titles

Current Title	New Title
Secretary	Administrative Assistant
Administrative Assistant (Finance)	Business Manager
Administrative Assistant (Special Projects)	Outreach Coordinator

	*Median Market Value - AZ	2018	2019	2020
Outreach Coordinator	48,000	\$36,000	\$40,500	\$44,500
Business Manager	46,000	\$36,000	\$40,000	\$44,000
Administrative Assistant	45,000	33,000	\$37,000	\$41,000
Accountant	54,000	35,000	\$40,500	\$44,500

*Bureau of Labor Website
www.bls.gov/ooh

Overall Goal for FY19-20

- Innovations in Education Conference
 - Innovations in Educations Summer Workshop
 - County-wide Superintendent's Round Table
 - Cochise County Education Technology Consortium (ERATE)
 - Achieve Cochise (Business & Career and Technical Education Workshops)
 - Advisory Council (Douglas & Sierra Vista) Partnership with Expect More Arizona
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- Healthy Families/Healthy Youth
 - Quarterly County Education Business Managers' Workgroup
 - Odysseyware Rural Schools Consortium
 - County Fine Arts Consortium
 - Cochise County School Exceptional Services Network-



Questions?