

Staffing Report

Effective October 1, 2018

January 9, 2019



Shrewsbury Public Schools

Barb Malone
Director of Human Resources

Staffing Report

Overview:

- Position control project: joint project between Human Resources, Business Office, and Information Technology departments
- MUNIS is the municipal information system in use by both the School Department and Town of Shrewsbury for accounting and payroll
- Allows us to run reports from MUNIS that can then be downloaded into Excel and manipulated in a variety of ways



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Department of Elementary and Secondary Education

- “EPIMS” report was submitted by December 5, 2018 deadline
- Will be publicized by the Department in the 2019-2020 school year
- Based off of the PowerSchool system, which is used for staff and student records and scheduling

MUNIS and PowerSchool

- Human Resources/IT cross-referenced MUNIS personnel FTE to PowerSchool scheduling FTE
 - Thank you to Eric Bauer and Christine Mattero
- Our internal staffing report is based off of MUNIS; state report is based off of PowerSchool; the two systems are created and maintained for different purposes.



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FY 19 Staffing Overview:

- FY 19 Budgeted 844.17 positions
- FY 19 (October 1, 2018) 837.97 positions (-6.2 FTE)
- FY 19 (January 2, 2019) 836.97 positions (-7.2 FTE)

Factors:

- “Full” employment economy: 10 paraprofessional resignations from 10.2.18 through 1.1.19 and 9 new hires
- Changing student needs (move ins, move outs, IEP changes)



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Providing information at differing levels of complexity to meet the needs of different stakeholders

Appendix A: Glossary of Terms

- Provides a “translation” of MUNIS terms

Appendix B: Broad Overview

- Provides total FTE in certain groups
 - Unit A (professional staff)
 - Roles included in Unit A
 - FTE on 10.1.18: 499.20
 - Unit D (paraprofessional staff)
 - Roles included in Unit D
 - FTE on 10.1.18: 260.60



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Appendix C: FTE by Title

- Variety of roles needed to support a school district

Appendix D: FTE by Title and Location

- Information by school



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Questions?



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