

General Support

DESCRIPTION

General Support includes the Executive Board, Superintendent, Administration and Communications, Finance, Purchasing, Information Technology, Human Resources, Health Services, Psychological Services, and Speech/Audiology Services, and provides an oversight function to all the schools and school related programs in the County. The mission is to coordinate its educational and

support services to provide an environment in which all children have an opportunity to learn. The seven member School Board is appointed to four-year terms by the Board of Supervisors with each School Board member representing a magisterial district. The School Board has responsibility for appointing the Superintendent of Schools.

BUDGET SUMMARY

	FY06 Budget	FY06 Actual	FY07 Budget	FY08 Budget	Percent Change
General Support:					
Salaries and Fringe Benefits	\$ 6,803,790	\$ 6,732,816	\$ 7,731,801	\$ 8,312,444	7.5%
Operating Expenditures	787,680	717,731	748,999	847,241	13.1%
Capital Outlay	67,000	17,346	68,500	78,344	14.4%
TOTAL, General Support	\$ 7,658,470	\$ 7,467,893	\$ 8,549,300	\$ 9,238,029	8.1%
Full-time Positions	106	106	110	110	0.0%
Part-time Positions	7	7	7	8	14.3%
Full-time Equivalents	106.3	105.5	110.5	111.3	0.7%

BUDGET HIGHLIGHTS

The FY08 budget contains funding for a part-time data entry clerk for Human Resources. The increase in operating expenditures relates

to increased IT related maintenance costs. The increase in capital outlay is for additional software.

GOALS AND OBJECTIVES

- To provide financial, administrative, and human services support to the entire school division;
- To provide administrative support to the School Board;
- To provide Hanover citizens with open lines of communication with which to voice concerns and suggestions and make prudent decisions regarding issues that affect the quality of schools in the County;
- To provide health and attendance reports to the schools.

SERVICE LEVELS

The departments under General Support offer management support services for the entire school district including all instructional programs. The Administration and

Communications Department performs administrative services for the Superintendent and School Board, and coordinates district communications and media relations. Human

General Support

Resources is responsible for recruiting, screening, and hiring the best qualified candidates to fill the district's labor needs. Human Resources also administers the employee evaluation and compensation plans of the schools. In addition, Human Resources facilitates the employee benefit program and professional development program for the district. The Assistant Superintendent of Human Resources is the coordinator for non-discrimination regarding personnel matters under Title VII of the Civil Rights Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.

Financial Services provides business services in the areas of budget development and management, general ledger accounting and reporting, payroll and accounts payable processing, centralized purchasing, fixed asset reporting, and risk management. The office also provides coordination and support for the accounting of student activity funds.

Sue Forbes Watson, Chairman
Earl J. Hunter, Jr., Vice-Chairman
John F. Axselle
Ann F. H. Gladstone
Robert L. Hundley, Jr.
Glenn T. Millican, Jr.
Robert L. Wood

Information Technology Services maintains all of the district's network infrastructure, computer hardware, and operating systems. The operating systems include the student data management system, applicant tracking system, and all office automation programs. In addition, this Department is responsible for the district's wide-area network, which supports internet access, intranet access, and the district's e-mail system.

Health, Psychological, Speech and Hearing services are provided for all students in need of such services. Each school maintains a clinic staffed by a nurse. Psychologists and speech and hearing therapists are assigned to the schools based upon particular caseloads.

The School Board held 12 regular meetings and 8 special meetings during the 2006 calendar year. Regularly scheduled meetings are convened on the second Tuesday of each month. The School Board members as of December 31, 2006 are:

Ashland District
Henry District
Beaverdam District
South Anna District
Chickahominy District
Mechanicsville District
Cold Harbor District