

Administrative Cost Reporting Fiscal Year 2011-12

Supervision of Special Programs	2,543,021
Board of Education	460,780
Office of Superintendent	743,216
Fiscal Services	1,872,143
Operation and Maintenance of Plant	33,271,319
Internal Services	658,990
Information Services	964,788
Staff Services	4,857,726
Technology and Data Processing Services	4,724,961

Definitions

Supervision of Special Programs: *Activities associated with the overall supervision, coordination, and direction of special programs. These activities include Title I Coordinators, Adult Education Coordinators, SSI Coordinators, etc.*

Board of Education: *Activities of the elected or appointed body which has been created according to state law and vested with responsibilities for educational activities in a given administrative unit.*

Office of Superintendent: *Activities performed by the superintendent and deputy, associate, or assistant superintendents, in the direction and management of all affairs of the school district. This program area includes all personnel and materials in the Office of the Superintendent.*

Fiscal Services: *Activities concerned with the fiscal operation of the school district. This function includes budgeting, receiving and disbursing, financial accounting, payroll, inventory control, and managing funds.*

Operation and Maintenance of Plant: *Activities concerned with keeping the physical plant open, comfortable, and safe for use, and the grounds, buildings, and equipment in working condition. Includes district-wide utilities, property insurance, and school custodians.*

Internal Services: *Activities concerned with buying, storing, and distributing supplies, furniture, and equipment, and those activities concerned with duplicating and printing for the school district.*

Information Services: *Activities concerned with writing, editing, and other preparations necessary to disseminate educational and administrative information to students, staff, or the general public through direct mailing, the news media, or personal contact.*

Staff Services: *Human resource activities concerned with maintaining an efficient staff for the school system including such activities as recruiting and placement, staff transfers, and staff accountability. Includes workers compensation and unemployment compensation.*

Technology and Data Processing Services: *Activities concerned with preparing data for storage and retrieval for reproduction as information for management and reporting. Includes technology services for activities related to computer operations, supervision of data processing, systems analysis services, and programming services. Also includes operations services related to scheduling, maintaining, and producing data.*