



# Copy Center



Ms. Stephanie Gallo, Media Processing Clerk

24 School Road  
Weston, CT 06883

Telephone: 203-291-1477  
Fax: 203-291-1420

## **COPY CENTER**

The Copy Center budget includes one media processing clerk. Her responsibilities include processing paper and document copies for the entire district. Approximately 3,000,000 pages are duplicated for projects including:

- Weston High School Company Playbills
- ShortWarf Playbills
- Winter and Spring Concert Programs
- Budget Book
- Graduation Programs
- High School Year End English Projects
- Athletic Football Programs
- World Language Programs
- National Honor Society Programs
- Envelope printing
- Middle School Newsletter
- Middle School Engineering Notebooks
- Journals
- Student Assessment Materials
- Books and Student Projects.

The Copy Center is also responsible for inter-office mail delivery for the entire school district and town offices.

**Copy Center**  
*Weston Public Schools, Weston, CT*

<u>2017-2018 Actual</u>				<u>2018-2019 Projected</u>			
<u>Operating Budget FTE</u>	<u>Other Sources FTE</u>	<u>Total FTE</u>	<u>Program</u>	<u>Operating Budget FTE</u>	<u>Other Sources FTE</u>	<u>Total FTE</u>	<u>Change</u>
<b>Non Certified Staff</b>							
0.83	0.00	0.83	Media Processing Clerks	0.83	0.00	0.83	0.00
<b>0.83</b>	<b>0.00</b>	<b>0.83</b>		<b>0.83</b>	<b>0.00</b>	<b>0.83</b>	<b>0.00</b>