

Staffing

Historical Background

For the past three years our personnel has consisted of one Sister of Mercy, fourteen lay teachers, one lay librarian, 3 lay classroom aides, one lay nurse, and one permanent substitute teacher/office help; one full time secretary who works four days, and one part-time receptionist who works ten hours a week. For the upcoming school year, the permanent substitute teacher has been eliminated, the part time receptionist may or may not be eliminated, and one full-time secretary who works 5 days a week.

The following is the salary scale for the above personnel. (See chart).

Some of our teachers are not on the Diocesan pay scale. See the chart for more details. A 2% bonus was given last year and a 4% raise was given the prior year.

The benefits available for full-time employees are as follows:

Medical Insurance
Dental Insurance
Life Insurance
Pension Plan

The participants contribute \$40.00 a month. They can purchase an eyeglass plan and benefits for family members.

The cost for employee benefits on a monthly basis is \$15,300.00.

The yearly cost is \$183,360.00

Pension for lay employees is paid for by the employer. Sister Barbara is exempt from contributing. opts out of the benefits program. The benefits are through the Diocese of Metuchen.

Staff turnover has been minimal and we have consolidated two positions. One teacher now does Computer and World Language. Another teacher does Physical Education and Social Studies. There is one volunteer who now has taken over the script program and, in the event that the receptionist position is eliminated, she will assist in the school office. She will receive a reduction in tuition. All academic, support staff, or volunteer positions have been filled.

All school staff and volunteers have been fingerprinted, including a background check as well as the school secretary. The new receptionist is in the process of completing this requirement. All educators and support staff have completed the Protecting God's Children Program.

Para Professionals

Candidates must be fingerprinted and have a criminal history background check. Candidates must have completed the Protecting God's Children Program provided through the Diocese. Candidates are trained on their responsibilities by classroom teachers. They also should possess good communication skills and be a high school graduate.

Substitute Teachers

Candidates must have at least 62 college credits. They also must be fingerprinted and have a criminal history background check. References are required and checked. Diocesan job applications must also be completed.

Hiring Policy for Teachers

We follow Diocesan guidelines. The teacher's educational background can be from a traditional educational college program, or via the alternate route teacher preparation

program through the State of New Jersey. Teachers must possess New Jersey Certification or working toward New Jersey Certification. There is a time frame of five years to complete this procedure. I look for teachers who are going to only teach a content area to have passed the Praxis and be considered highly qualified. They must be Catholic and have or will have completed the Protecting God's Children Program. Fingerprinting along with a criminal history background check is a requirement. Candidate's work experience and continued Professional Development are also part of the hiring process. A Diocesan job application is also filled out by the candidate. We follow the Diocesan Mentoring Plan for new teachers.

Hiring Policy for Non-Teaching Personnel

School Secretary

The candidate should possess good communication skills, be able to work with the public and be proficient in typing and computer skills. Fingerprinting, a criminal history background check, and Protecting God's Children Program attendance is required.

Staff Development

The faculty and staff are offered different faith opportunities such as school Spirituality Day, Spiritual Day at Mt. Saint Mary's, school liturgies, any parish opportunities, Catechetical Congress and Faith Formation Programs offered by the Diocese. Professional growth opportunities are also offered. The school provides Professional Development Workshops on site and sends teachers to workshops provided by the Diocese. The school follows the Diocesan Mentoring Program. New teachers are assigned a mentor. The mentor observes the teacher and meets with him/her at least once a week.

Evaluations are written at 30, 60, and 90 day intervals and then submitted to the state. The new teacher will then receive their certification.

Additional Areas

The Extended Care Program is staffed by our faculty and staff. Teachers monitor the lunchroom and playground on a daily basis.

The following are the school activities and the name or names of the moderator(s):

<u>Activity</u>	<u>Moderator(s)</u>
Student Government	Betty Bowes/Barbara Misiewicz
Chess Club	Edna Nellegar
Willabees	Edna Nellegar/Barbara Neary
Track	Sean Bolton
Chorus	To be announced
Drama	Barbara Neary
Yearbook	Susan Ferretti
Altar Servers	Father Jack O'Kane
Newspaper	Joanne Hockenjos/Barbara Misiewicz and Jennifer Acs

Staffing

Areas of Concern

A major concern is keeping highly qualified teachers and staff due to the salary scale.

Goal

Maintain or hire qualified educators and staff

Objectives

Be financially solvent to be able to offer raises to faculty and staff as well as be able to offer quality Professional Development.

Action Plan

On-going process.

