

# St. Mary's Catholic School

## Long Range Plan: Year 2009-2010

### Staffing Narrative

St Mary's Catholic School will continue to enhance the existing school programs by sustaining quality certified classroom teachers and providing classroom aides for grades as needed.

Retention of staff is seen as a key ingredient to the quality academic program and the stability of the school community. Ways will be sought to show support to teachers and staff for their work on behalf of the children of this community.

With gratitude for the positive role that the religious sisters imparted to St. Mary's Catholic School in the past and recognition that the presence of religious sisters and priests can have a positive influence on future vocations, St Mary's will endeavor to maintain that presence whenever possible, and will invite the pastor and associates to be involved in our school program. In order to preserve the Catholicity of the school, teachers of religion in grades K-8 will be practicing, active Catholics and will be expected to work toward developing their knowledge of Catholic teachings and faith by attaining and maintaining Diocesan Catechist Certification.

The school will offer teachers opportunities for professional development by participation in both diocesan and 'in house' in-services, offering payment or partial payment of workshop fees, (utilizing Title funding from Central Valley School District whenever possible) and providing substitutes for teachers who are attending professional workshops.

St. Mary's will continue to be aware of the changes in the school population in regards to special needs of families and students. The school administration will continue to work with Central Valley School District in order to avail students of services provided by the district that they might be entitled to receive. The school also hopes to seek funding in order to reinstate the school's own learning support program to better meet the academic needs of St. Mary's students.

St. Mary's will strive to utilize shared staff with other diocesan schools whenever practicable and will also utilize the talents of volunteers in concert with certified personnel.

When hiring school staff, experience and education will be considered, and teachers will be sought with training (endorsements) or experience in specific areas.

**St. Mary's Catholic School  
Long Range Plan: Year 2009-10  
Staffing Assumptions**

1. Retain the option of expanding/deleting staff positions to maintain and enhance the quality of school programs or to balance the school budget.
2. St Mary's classroom teachers will be certified by the State of Washington and teach in endorsed areas.
3. Offer childcare at a reduced cost to the staff of St. Mary's Catholic School.
4. The Administration shall follow Diocesan salary scales, to compensate the staff for their professional development and commitment.
5. Religious staff will be in wage parity with lay teachers.
6. Classroom aides will be hired if the census of a class is larger than 26, if the budget permits.
7. Continue to recruit staff members from a diverse pool of applicants.

# St. Mary's Catholic School

## Long Range Plan: Year 2009- 10

### Staffing Recommendations

**Recommendation 1** –Continue a program of active supervision of teachers and staff.

**Background:** The staff at St. Mary's is the reason for the success of the school. It is essential that there be a positive working relationship between the administration and staff members. This can be realized through active supervision and good communication between members of the school staff and the administration. The staff should encourage one another and in their work for the benefit of the children of St. Mary's.

**Action:** The principal should spend time in each classroom as often as is practicable and be available to give teachers' feedback and listen to their concerns. Teachers should be encouraged to enter into dialog with the principal regarding issues. The practice of individual meetings with teachers in the fall to formally set goals and spring to review the year should be continued.

**Responsible Persons:** Administration

**Target Date:** ongoing

**Cost:** Substitute teacher to provide release time for teachers to meet with administration.

**Recommendation 2** –Seek feedback from all parents on school issues and their satisfaction with the school program. (February or March)

**Background:** Parents have been surveyed regarding their satisfaction with the school during years when the school is writing its accreditation self study, and when other issues come up. It would be helpful to solicit information from parents more regularly in order to make adjustments in communication or policy in a timely way or discern areas of future growth. The administration has sought parent input on various matters, but the challenge of getting a significant pool of responses and tabulating the survey results may have led to surveys being used with less regularity.

**Action:** Explore the possibility of utilizing a computerized survey tool like 'Survey Monkey' to allow parents to respond to survey questions on-line. This tool also can be an aid in tabulating survey results.

**Responsible Persons:** Administration, office staff, technology coordinator

**Target Date:** ongoing.

**Cost:** Minimal costs

**Recommendation 3** – Reinstatement of the learning support position into the school budget to help meet the needs of the students and teachers of St. Mary’s.

**History:** St. Mary’s has been able to access support from public school programs to meet the academic needs of many students in the areas of Title I, speech, ABLES and special learning needs, yet not all of our students who require assistance or modification can be served through public school programs. A .5 FTE teacher had been hired to work with students and teachers on a regular basis for assessment and remediation since 2003, but budget constraints required the elimination of this position for the 2009-10 school year. Finding a way to fund this position in the future would benefit a growing number of students in the school with learning challenges.

**Action:** The principal, bookkeeper and finance council need to look closely at the proposed budget for the coming school year (s) and determine if there are sufficient funds to reinstate this program. Work should also be done to further develop the job description of this person so that their time could be best utilized in the service of students. The administration should then determine if there is a person on staff who could fill this position, or whether someone new should be hired for the position. The principal should also explore the possibility of sharing this person with another Catholic school.

**Responsible Persons:** Principal

**Target Date:** ongoing

**Cost:** Salary for .5 FTE teaching position and resources

**Recommendation 4** – Incorporate staffing to comply with future recommendations from the Long Range Curriculum plans in other curricular areas.

**History:** As the need and resources for additional teaching staff become apparent, the administration will look to collaborative hiring with other schools to fill these possible future needs.

**Action:** Create a plan and job description and then incorporate in budget when appropriate.

**Responsible Persons:** Administration

**Target Date:** ongoing

**Cost:** Costs to be submitted to SAC to consider as a line item in budget.

**Recommendation 5:** Continue to make staffing adjustments to maximize the use of technology at St. Mary’s Catholic School.

**History:** Adequate staffing is necessary to maintain and expand the utilization of the network, website and computers across the campus. When the technology program began at St. Mary’s, the needs of the school could be met by a .5FTE teacher and the dedicated volunteers of the technology committee. As more computers have been added to school classrooms and offices, and the utilization of technology has expanded and become more complex, the school has relied on hiring outside consultants (in addition to the .5FTE teacher and the volunteer technology committee) to help with network issues and specific dilemmas that arise. The technology teacher currently teaches technology classes to students in K-4 on a weekly basis and also teaches elective classes (including year book) for junior high students.

**Action:** Continue ongoing work to improve technology access, utilization and equipment throughout the campus

**Responsible Persons:** Administration, Technology Teacher, network administrator, technology committee and teachers

**Target Date:** ongoing

**Cost:** Cost to be submitted as a line item in the budget

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 Appendix A

NAME	GRADE	FULL	PART	FTE	CONTRACT
Lauri Nauditt	PRINCIPAL	X		1	12
Linda Davis	VICE PRINCIPAL/teacher		X	.83	12
Jayne Rosenberg	PreK 3 teacher		X	.5	Paid at contract rate
Joanne Smith	PRE-K4 teacher		X	.50	Paid at contract rate
Mary Urbaniak	KINDERGARTEN	X		1	12
Becky Clift	1	X		1	12
Lori Hattamer	2	X		1	12
Alicia Pearson	3	X		1	12
Debbie O'Keeffe	4		X	.63	12
Elizabeth Scanlon	5	X		1	12
Paul Kennar	6 <sup>th</sup> grade LA, SS, Rel., 7&8 Lit	X		1	12
Kendra O'Dea	6 <sup>th</sup> 7 <sup>th</sup> & 8 <sup>th</sup> Science			.47	12
Kevin Schultz	8 <sup>th</sup> rel. algebra, 6 <sup>th</sup> math & 4 <sup>th</sup> grade reading, math and social studies	X		1	12
Sylvia Bowles	7 <sup>th</sup> rel., math, soc. St. 8 <sup>th</sup> math & soc. St.	X		1	12
Lorie Lafferty	P.E./ATH DIRECTOR		X	.50	12
Diana Thomas	MUSIC & Technology coordinator	X		1	12
Jerry Thomas	BAND		X	.15	\$300 per student
Grace Hammersley	Office Manager		X	.65 - hourly	12
Peggy Clark	DEV Coordinator		X	.6	10
Terri Matsch	Office Manager and Development Coordinator	X		1	12
Sharon Greany	BOOKKEEPER		X	.50	12
Carol St. Clair	Hot Lunch Coordinator and Educare Snacks & AM Educare		X	hourly	10
Mark VanDriel	Maintenance Supervisor		X	.5	12
Jeff Miller	Custodian		X	hourly	12
Jim Borgman	Maintenance		X	Hourly	12
Alissia Royer	4 <sup>th</sup> & 5 <sup>th</sup> grade aide, hot lunch aide and Educare	X		hourly	10
Marty Ray	1 <sup>ST</sup> grade aide	X		1	10
Leanne Shaurette	PreK 4 & Kindergarten Aide		X	HOURLY	10
Debbie Heine	LEAD Edu Care/ Pre-K Aide & Playground Aide	X		HOURLY	10
Yolanda Findlater	PreK 3 Aide and Educare		X	Hourly	10
Linsie Pitzenberger	Educare Caregiver		X	Hourly	10

Rebecca Sherwin	Educare Caregiver		X	Hourly	10
Lisa Whitsett	Educare Caregiver & Playground aide		X	HOURLY	10
Ellen Talkington	Educare Caregiver		X	HOURLY	10
Kale Sherwin	Educare Caregiver	X		HOURLY	10
	Educare Caregiver			Hourly	10
	Educare Caregiver			Hourly	10

## Ten Year Plan: Staffing Vision

Foster retention of dedicated, effective teachers and staff