



PISCATAWAY TOWNSHIP SCHOOLS

Human Resources: Piscataway's Six-Member Team of Champions

Whether you are a teacher, student, parent, or community member, when you call or enter the Board of Education Building - the Central Office - the first person you encounter works in Human Resources. This six-member team does so much more than coordinate and supervise the hiring process for a work force of over 1400 employees. They are the eyes and ears of the building - greeting visitors at the reception desk, routing phone calls to appropriate staff members, and ensuring privacy for families or staff members who require it.



Led by Director of Human Resources Cathie Sousa, this department works directly with every principal to build the team of teachers and staff members that works best in each school. Beginning with recruitment, HR nurtures relationships with professional associations, colleges and universities, to ensure that a diverse field of top candidates knows about Piscataway Schools, our strong mentoring program, and the advantages and benefits of working here.

HR oversees a rigorous hiring process and ushers new staff members through packets of paper work that range from benefit options to fingerprinting to financial planning options. Every summer, the HR Department assists the Curriculum and Instruction Department in developing a week-long orientation program for new teachers who begin in September. Throughout the year, HR works directly with ESS (Education Staffing Solutions), the company contracted to provide substitute teachers and paraprofessional services, and administers all extra duty contracts for coaches, band directors, and club advisors.

Working with the State Department of Education, HR oversees Piscataway's self-evaluation and accountability through the New Jersey Quality Single Accountability Continuum (NJQSAC). Throughout the year, the department helps staff members navigate health issues or leaves of absence, advising of state and federal law as it applies to each situation. HR handles staff attendance, tracking absences and approving personal days, vacation days, and bereavement leave, and administers yearly compliance training in a range of categories for every staff member.

In recent years, working in conjunction with the business department, HR created a Wellness Committee, offering fitness and nutrition programs to keep staff healthy. They do so much for all of us that may go unnoticed. Thank you to our HR champions, Cathie Sousa, Christina Buchek, Stephanie Dunlap, Nicole Doran, LaVerne Saunders and Alyssa Sansone for your dedication to the district and your daily assistance to our staff and community.





The Piscataway Township Schools Business Department: Solid Financial Practices Make the Most of Our Resources

The Piscataway Township Schools Business Office's careful supervision of district funds means more money goes directly into what matters most - teaching and learning. For the past two years, the Association of School Business Officials International (ASBO) has awarded the Business Office a Certificate of Excellence for high standards for financial reporting and accountability. In 2017, S&P Global Ratings upgraded the District to an AA bond rating, reflecting the District's sound financial practices, and translating into lower interest rates for the District on any debt offerings.



But the Business Office does so much more than plan and implement a \$135,000,000 budget complete with classroom supply purchases, staff payroll, and bond payments. Under Business Administrator David Oliveira, this eight-member office manages all federal and state grant money, ensuring Piscataway receives every dollar it is entitled to receive, and that every dollar is wisely spent within strict regulations. This office manages tuition payments and billing for Community Education, administers the free/reduced lunch program, and ensures proper compliance for all student fundraising and student activity accounts. Annually, the Business Office turns over all financial information to independent auditors, who have consistently given the District high marks for its stewardship. And most recently, working with Cenergistic LLC, the Business Office is reducing energy consumption district-wide.

Want to rent a gym or auditorium anywhere in the District? That facility request is handled by the business office. This department also manages all construction throughout the District, from the public bidding process through project completion, coordinates technology purchasing requests and iPad insurance, and ensures every school has appropriate copier machines.

Because the District is self-insured for health insurance, the Business Office has additional year-round responsibilities beyond paying an annual premium. Property insurance, legal liability, and workers' compensation are other insurance areas that fall to this department.

Business Administrator David Oliveira oversees other departments within the District. Maintenance and Custodial Services, Transportation, and Food Services all report to the Business Office. And in his role as Board of Education Secretary, Mr. Oliveira ensures that Board and Committee meetings run smoothly and all Board information is delivered to the community in a timely manner.

Now, with the colder weather upon us, the Business Office switches gears from implementing the 2019-2020 budget, to planning the 2020-2021 budget. Our thanks go out to David Oliveira and his hard-working team of accountants, bookkeepers, and administrative professionals: Lorian Galeotafiore, Laura Nagy, Maria Grotkopf, Kathy Uhrin, Pinal Amin, Ann Hunt, and Carrie Harris.

