

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY
Public Meeting, April 28, 2014
Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3135

The Superintendent recommends that the Board of Education approve the following personnel fiscal resolutions.

3135 A. RETIREMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE
Baltin, Roberta	School Librarian TUS – 1.0 FTE	7/1/14
Dennard, Marsha	T Social Studies SOM – 1.0 FTE	7/1/14
DiBlasio, Bonnie	T SPED SOM – 1.0 FTE	7/1/14
Elman, Judy	T Art SB – 1.0 FTE	7/1/14
Rago, Sharon	Confidential Secretary DIST – 1.0 FTE	9/1/14
Royal, Shirley	S4/12, Secretary CHS – 1.0 FTE	7/1/14

Background

Ms. Baltin faithfully served in the public schools of South Orange and Maplewood for 13 years. **Ms. DiBlasio** faithfully served in the public schools of South Orange and Maplewood for 35 years. **Ms. Dennard** faithfully served in the public schools of South Orange and Maplewood for 19 years. **Ms. Elman** faithfully served in the public schools of South Orange and Maplewood for 22 years. **Ms. Rago** faithfully served in the public schools of South Orange and Maplewood for 25 years. **Ms. Royal** faithfully served in the public schools of South Orange and Maplewood for 34 years. In appreciation of their contributions to the educational welfare of this community, they will be given recognition at the June meeting.

3135 B. RESIGNATIONS

NAME	ASSIGNMENT	EFFECTIVE DATE
Furnari, Lydia	Assistant Superintendent for Curriculum & Instruction DIST – 1.0 FTE	7/1/14
Jorge, Josephine	LR T SPED/INC Gr. 4 CLIN – 1.0 FTE	3/31/14
Malespina, Elissa	School Librarian SOM – 1.0 FTE	6/11/14
O’Halloran, Nicola	T 2 SM – 1.0 FTE	7/1/14
Pianka, Elisa	T English CHS – 1.0 FTE	5/28/14

Background

Ms. Furnari and Ms. Malespina are both resigning to accept positions in other districts.
Ms. Jorge is resigning for personal reasons.
Ms. O’Halloran is resigning to assume home duties.
Ms. Pianka is resigning due to relocation.

3135 C. APPOINTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ANNUAL SALARY
Silva, Debra	T SPED	5/12/14	\$82,678*
	MM – 1.0 FTE	6/30/14	
Wilsher, Dorothy	S5/12, Secretary	4/28/14	\$64,904*
	DIST – 1.0 FTE	6/30/14	

Background

Ms. Silva is filling a new budgeted position that was being filled by a substitute since Sept. 1st.

Ms. Wilsher is being appointed due to a shift in responsibility.

3135 D. APPOINTMENT OF LEAVE REPLACEMENT STAFF

NAME	ASSIGNMENT	EFFECTIVE DATE	ANNUAL SALARY
Ezzo, Jacob	T Music	3/1/14	\$50,372*
	SOM – 1.0 FTE	6/30/14	
Lisa-Fernandez, Gina	T Spanish	3/24/14	\$44,577*
	MM – 1.0 FTE	6/30/14	
Ris, Elana	1 st Grade	9/2/13	\$50,372*
	CLIN – 1.0 FTE	6/30/14	
Trimble, Darrell	T Social Studies	4/4/14	\$44,577*
	MM – 1.0 FTE	6/30/14	

Background

Mr. Jacob Ezzo is filling in for *Thomas Booth*.

Ms. Lisa-Fernandez is filling in for *Vanda Castro*.

Ms. Ris end date is being extended.

Mr. Trimble is filling in for *Glynnis Childress*, while out on maternity leave.

3135 E. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Childress, Glynnis	T SS	9/1/14-6/30/15
	MM – 1.0 FTE	(Sabbatical Leave – Paid @ 70%)
Hurley, Pat	T PE/Health	9/1/14-6/30/15
	CHS – 1.0 FTE	(Sabbatical Leave – Paid @ 70%)
Perrotta, Danielle	T 5	2/17/14-5/9/14
	TUS – 1.0 FTE	(Unpaid FMLA)
Roig, Meredith	T SPED	2/26/14-5/6/14
	MM	(Paid Maternity Leave)
	1.0 FTE	5/7/14-6/30/14
		(Unpaid FMLA)
Vine, Suzanne	T 5	9/1/14-9/29/14
	SB – 1.0 FTE	(Unpaid FMLA)
		9/1/14-6/30/15
		(Unpaid Personal Leave)

3135 F. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Aaron, Elizabeth	Asst. Principal CHS – 1.0 FTE	3/5-31/14) 19 days	\$50 (per day)	\$950.00
Berrios, William	Guidance Counselor CHS – 1.2 FTE	4/14/14 6/30/14	+\$18,175	\$109,052
Boni, Jeffrey	T SS CHS – 1.2 FTE	10/28/13 6/30/14	+\$17,018	\$102,108
Cristalli, Fran	Guidance Counselor CHS – 1.2 FTE	4/14/14 6/30/14	\$18,175	\$109,052
Durant, Oliver	School Bus Aide DIST - .5 FTE	3/1-31/14 (66 hours)	\$6.32 (per hour)	\$417.12
Fradkin, Stephen	T SS CHS – 1.2 FTE	10/28/13 6/30/14	+\$14,910	\$89,462
Gaines, William	T SS CHS – 1.2 FTE	10/28/13 6/30/14	+\$18,175	\$112,082
Gaskins, Lena	School Bus Aide DIST - .5 FTE	3/1-31/14 (62 hours)	\$6.32 (per hour)	\$391.84
Healy, Michael	Asst. Principal CHS – 1.0 FTE	3/5-31/14 (18 days)	\$50 (per day)	\$900.00
Hohmann, Brian	T SS CHS – 1.2 FTE	10/28/13 6/30/14	+\$12,688	\$76,128
LoBianco, Judy	Supervisor, PE/Health DIST – 1.0 FTE	3/17-21/14 (4 ½ days)	\$150 (per day)	\$675.00
Patterson-Samuels, Bonita	Principal MAR – 1.0 FTE	3/11-27/14 (5 ½ days)	\$150 (per day)	\$825.00
Pollioni, Eugene	T SS CHS – 1.2 FTE	10/28/13 6/30/14	+\$18,175	\$109,052
Provenzano, Anna	Clerical Aide JEFF/MAR – 1.0 FTE	3/26/14 (7 hours)	\$10.72 (per hour)	\$75.04
Rideau, Ella	Supervisor of SPED DIST – 1.0 FTE	3/24-28/14 (3 ½ days)	\$150.00 (per day)	\$525.00
Robinson, Kathleen	Clerical Aide CLIN/JEFF – 1.0 FTE	3/12/14 4/11/14 (37 hours)	\$8.72 (per hour)	\$322.64
Tyson, Angela	School Bus Aide DIST - .8 FTE	3/1-31/14 (100 hours)	\$7.03 (per hour)	\$703.00
Waldman, Aliza	T SPED/INC MM – 1.12 FTE	3/3/14 6/30/14	+\$6,045	\$56,417
Woolard, Terry	Supervisor, Ed. Media/Tech DIST – 1.0 FTE	3/11-28/14 (12 days)	\$50 (per day)	\$600.00

Background

Ms. Aaron, Mr. Healy, and Mr. Woolard are each being compensated for an additional workload due to the absence of a CHS Assistant Principal.

Mr. Berrios and Ms. Cristalli are each being compensated for picking up an additional workload while *Stephanie Renelle*, is out on maternity leave/FMLA.

Mr. Boni, Mr. Fradkin, Mr. Gaines, Mr. Hohmann, and Mr. Pollioni are each being compensated for teaching a sixth class due to the absence of *Wendy Wier*.

Mr. Durant, Ms. Gaskins and Ms. Tyson are each being compensated for the hours they filled in as bus drivers.

Ms. LoBianco, Ms. Patterson-Samuels and Ms. Rideau are each being compensated for an additional workload due to the absence of *Faye Lewis*.

Ms. Provenzano and Ms. Robinson are each being compensated for the hours they filled in as school secretary.
Ms. Waldman is teaching a sixth class three days a week.

3135 G. STAFF FUNDED BY TITLE 1

NAME	ASSIGNMENT	EFFECTIVE DATE	SALARY
Schneekloth, Charles	T Social Studies MM - .3 FTE	9/2/13 6/30/14	\$26,891

3135 H. APPROVE JOB DESCRIPTIONS

NEW: Gifted & Talented Specialist
S4/12 months, Special Services Secretary (Contracted Services)

REVISED: Data Entry Manager – School Based
S4/12 months, Data Entry Secretary

* To be determined

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

Gifted & Talented Specialist

**MINIMUM
QUALIFICATIONS**

- Certified as an Elementary Teacher.
- Trained in gifted and talented (“G&T”) strategies.
- A working familiarity with the Common Core Standards, the NJCCCS and the Standards for G&T.
- Knowledge of current research and theory in G&T education.
- A minimum of five years teaching experience at the elementary level.
- Demonstrate the necessary skill as a master teacher in the field of G&T education.
- A proven ability to work with and provide leadership for colleagues.
- Staff development experience desired.

REPORTS TO

Assistant Superintendent for Curriculum & Instruction

JOB GOAL(S)

- To conduct training of teachers and administrators in the field of G&T education.
- To insure the quality and consistency of a comprehensive G&T program district wide.
- To coordinate instruction for students or groups of students identified as G&T.
- Provide modeling for the new program for classroom teachers in the differentiation of instruction for G&T students.

PRIMARY RESPONSIBILITIES

1. Works with students, teachers, parents, and administrators to strengthen student achievement in G&T education in the areas of: academics, the arts and leadership.
2. Assists with the implementation and review/revision, as appropriate, of the District’s G&T strategies.
3. Assists teachers in effectively choosing strategies and materials.
4. Uses district established criteria and collects data to help teachers:
 - Assess student needs
 - Differentiate instruction
 - Planning lessons
 - Evaluate student progress
5. Provides planning and support to teachers in the use of appropriate strategies.
6. Provides mentoring and support for novice teachers regarding differentiation for G&T

Job Description

Title: Gifted and Talented Specialist

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students.

7. Models lessons and team teaches with teachers using effective strategies for best reading practices in the classroom.
8. Works collaboratively with supervisors and principals in providing staff development at building and grade level meetings in the field of G&T education.
9. Works collaboratively with teachers, principals and supervisors to create personalized learning plans for G&T students.
10. Works with the Assistant Superintendent for C&I to coordinate G&T activities across the district.
11. Job may require a commitment to provide up to twenty (20) days of summer employment as determined by the administration.
12. Strives to maintain and improve professional competence.
13. Performs other G&T program support duties as assigned by the Assistant Superintendent for C&I.

TERMS OF EMPLOYMENT

10 months

Salary as per SOMEA Agreement

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

Date Developed: April 2, 2014

Initial Approval: April 28, 2014

Revised:

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD
525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

S-4 Special Services Secretary – (Contracted Services)

MINIMUM

QUALIFICATIONS

(Including Certification, Endorsement, Licenses or Certificates Required)

- Business & Special Services experience preferred.
- Computer literate, experience with student databases and accounting software a plus
- Organized, detail oriented and possess analytical skills.
- Ability to multi-task simultaneously & independently with a variety of assignments along with possessing excellent tracking skills in high volume.
- Strong interpersonal and communication skills.
- Demonstrated tact and ability to communicate with staff, service providers, parents and vendors particularly under pressure.
- Ability to work as a team member as well as independently.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Director of Special Services

JOB GOAL(S)

(Including Relationship to District Goals)

To provide assistance with budget management and to support the planning, analysis, and monitoring of special education services and staffing, including sub-contracted services, related services, and the paraprofessional service program.

JOB RESPONSIBILITY AND AUTHORITY

PRIMARY RESPONSIBILITIES

(Including Any Physical and Environmental Factors)

1. Coordinates the schedules of subcontracted staff and paraprofessionals and in-district speech and language staff aligned to current student needs.
2. Updates paraprofessional and subcontracted staff schedules as student needs change.
3. Establishes and maintains spreadsheets to record details of scheduling and spending contracted by the special education department to align with student needs.
4. Maintains a system to reconcile billing to student needs and actual service provision, including verification of provider assignment and mechanism for tracking attendance.

5. Assists with forecasts of spending to date and anticipated total spending for the school year.
6. Interfaces with external providers to ensure accuracy of billing and invoicing.
7. Provides backup support to other Special Services personnel.
8. Performs secretarial duties (e.g. receptionist, sort mail, photocopy, file, type); and other duties as assigned for the efficient operation of the Special Services Office to help the district increase effectiveness and reduce costs for the ultimate benefit of the educational program.
9. Performs other duties as assigned by the Director.

**WORKING RELATIONSHIPS
OF THE POSITION**

TERMS OF EMPLOYMENT

Months	12 Months, 1.0 FTE, Full Benefits
Salary \$	S-4

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Initial Approval: April 28, 2014

Revised:

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

Data Entry Manager – School Based

**MINIMUM
QUALIFICATIONS**

- College Graduate preferred
- Coursework and experience with student information systems, and spreadsheet, database, word-processing, and presentation software.
- Demonstrated ability to construct and manage building scheduling concepts and processes.
- Strong organizational; and management skills in meeting deadlines for projects and applications.
- Excellent work, communication and interpersonal skills

REPORTS TO

Chief Information Officer

JOB GOAL(S)

- To assist the Chief Information Officer in providing district schools with comprehensive student administrative data management operations.
- To assist with comprehensive student administrative data, management operations on the district level, and compilation of district-wide reports.

PRIMARY RESPONSIBILITIES

1. Updates and maintains all data files for elementary, middle, and high school student management software applications.
2. Assists all schools with maintain attendance student data.
3. Verifies accuracy of data entry in the student information system.
4. Maintains student academic progress for all schools.
5. Provides necessary reports for teachers, administrators, and supervisors such as transcripts, schedules, grades, report cards, progress reports, honor role, rankings, discipline, attendance, course requests, level recommendations, etc.
6. Maintains inventories of all forms and supplies necessary for computer center operations.
7. Provides guidance to principals and program leaders in order to mediate and facilitate attainment of an educationally sound computer-generated master schedule.
8. Provides training in the use of the district's student information systems for all appropriate staff.

Job Description

Title: Data Entry Manager – School Based

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9. Works with the Chief Information Officer, Principals, Supervisors, and Deans in the reorganization/refinement of all daily computer-assisted operations for grades K-12 regarding student information.
10. Keeps skills current with respect to all upgrades of hardware and software applications.
11. Other duties as assigned by the Chief Information Officer.

TERMS OF EMPLOYMENT

12 Months

Salary as per SOMEA Agreement

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

Initial Approval: October 4, 1999

Revised: April 28, 2014

BOARD OF EDUCATION
SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD
525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

DATA ENTRY SECRETARY - S 4

**MINIMUM
QUALIFICATIONS**

- ❑ Proficient computer skills, especially in word processing and spreadsheets and data systems management.
- ❑ Working knowledge of schools and their schedules.
- ❑ Organized, detail oriented, possess analytical skills and produces work on schedule.
- ❑ Ability to work independently and as part of a team.
- ❑ Strong leadership and communication skills.
- ❑ Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Chief Information Officer

PRIMARY RESPONSIBILITIES

1. Assist in building and maintaining school master schedules.
2. Prepare standardized testing schedule and materials.
3. Train/assist guidance counselors and other staff in computer use
4. Input and maintain student interim/discipline information database.
5. Maintain accurate class enrollment data
6. Generate absence/tardy reports for building administrator.
7. Organize and develop activities/club/study period for building.
8. Responsible for maintenance and troubleshooting of school network system.
9. Input and generate all student report cards, honor rolls and grade reports.
10. Assist with coverage for main office when necessary.
11. Provide secretarial support in all school offices as needed.

Job Description

Title: Data Entry Secretary – S4/12 months

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TERMS OF EMPLOYMENT

12 Months / S-4 Salary Guide
Salary as per SOMEA Agreement

It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

Initial Approval: March 15, 1999

Revised: April 28, 2014