

**DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**

**Public Meeting, March 16, 2015**

**Personnel Fiscal Resolutions**

**FINAL RESOLUTION No. 3257**

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

**3257 A. RETIREMENTS**

| <b>NAME</b>                     | <b>ASSIGNMENT</b>                                    | <b>EFFECTIVE DATE</b> |
|---------------------------------|--|-----------------------|
| <b>Barker,<br/>Dr. Patricia</b> | Director of Special Services<br>DIST – 1.0 FTE       | 8/1/15                |
| <b>DeVita,<br/>John</b>         | T Social Studies<br>CHS – 1.0 FTE                    | 7/1/15                |
| <b>Fox,<br/>Selena Jill</b>     | <i>T SPED/INC<br/>CLIN – 1.0 FTE</i>                 | 7/1/15                |
| <b>O’Connell,<br/>Patricia</b>  | T SPED/READ 180<br>SOM – 1.0 FTE                     | 7/1/15                |
| <b>Sutherland,<br/>Robert</b>   | <i>T Health/Physical Education<br/>CHS – 1.0 FTE</i> | 7/1/15                |
| <b>Tenenbaum,<br/>Nancy</b>     | Guidance Counselor<br>CHS – 1.0 FTE                  | 6/1/15                |
| <b>Wolf,<br/>Adrienne</b>       | Speech/Language Specialist<br>MM – 1.0 FTE           | 5/4/15                |

**Background**

**Dr. Barker** faithfully served in the public schools of South Orange and Maplewood for 17 years. **Mr. DeVita** faithfully served in the public schools of South Orange and Maplewood for 17 years. **Ms. Fox** faithfully served in the public schools of South Orange and Maplewood for 24 years. **Ms. O’Connell** faithfully served in the public schools of South Orange and Maplewood for 30 years. **Mr. Sutherland** faithfully served in the public schools of South Orange and Maplewood for 25 years. **Ms. Tenenbaum** faithfully served in the public schools of South Orange and Maplewood for 24 years. **Ms. Wolf** faithfully served in the public schools of South Orange and Maplewood for 12 years. In appreciation of their contributions to the educational welfare of this community, they will be given recognition at the June 2015 meeting.

**3257 B. RESIGNATION**

| <b>NAME</b>                    | <b>ASSIGNMENT</b>     | <b>EFFECTIVE DATE</b> |
|--------------------------------|-----------------------|-----------------------|
| <b>Hildebrand,<br/>Kathryn</b> | T 3<br>JEFF – 1.0 FTE | 7/1/15                |

**3257 C. APPOINTMENT**

| <b>NAME</b>            | <b>ASSIGNMENT</b>                             | <b>EFFECTIVE DATE</b> | <b>ANNUAL SALARY</b> |
|------------------------|---|-----------------------|----------------------|
| <b>Ward,<br/>Sally</b> | Academic Intervention Teacher<br>SB – 1.0 FTE | 3/16/15<br>6/30/15    | \$70,484             |

**Background**

**Ms. Ward** is filling a new position.

**3257 D. APPOINTMENT OF LEAVE REPLACEMENT STAFF**

| <b>NAME</b>               | <b>ASSIGNMENT</b>               | <b>EFFECTIVE DATE</b> | <b>ANNUAL SALARY</b> |
|---------------------------|---------------------------------|-----------------------|----------------------|
| <b>Buzar,<br/>Marissa</b> | T SPED/INC Math<br>MM – 1.0 FTE | 3/9/15<br>6/30/15     | \$45,512             |

|                            |   |                    |          |
|----------------------------|---|--------------------|----------|
| <b>Curado,<br/>Sandra</b>  | T Math<br>SOM – 1.0 FTE                     | 3/17/15<br>6/30/15 | \$45,512 |
| <b>Phillips,<br/>Kelly</b> | T SPED/INC<br>SOM – 1.0 FTE                 | 3/13/15<br>6/30/15 | \$53,642 |
| <b>Porter,<br/>Michael</b> | T Health/Physical Education<br>CHS - .4 FTE | 4/7/15<br>6/30/15  | \$18,205 |

**Background**

Ms. Buzar will be filling in for *Nicole Nicosia*, while she's out on maternity leave and FMLA.

Ms. Curado will be filling in for *Jessica Squires*, while she's out on maternity leave.

Ms. Phillips will be filling in for *Susan Ellis*, while she's out on medical/maternity leave.

Mr. Porter will be filling in for *Robert Sutherland*, while he's out on medical leave.

**3257 E. CHANGE IN END DATE**

| NAME                           | ASSIGNMENT            | OLD END DATE        | NEW END DATE        |
|--------------------------------|-----------------------|---------------------|---------------------|
| <b>Walcott,<br/>Rashamella</b> | T 5<br>CLIN – 1.0 FTE | 11/20/14<br>2/28/15 | 11/20/14<br>6/30/15 |

**Background**

Ms. Walcott will be filling in for *Yalonda Kirkland*, while she's out on medical leave.

**3257 F. LEAVES OF ABSENCE**

| NAME                          | ASSIGNMENT  | EFFECTIVE DATE   |
|-------------------------------|---|--|
| <b>Costa,<br/>Jose</b>        | T SPED/INC SS<br>CHS – 1.0 FTE                        | 9/1/15-6/30/16<br>(Unpaid Personal Leave)  |
| <b>Cox,<br/>Caitlin</b>       | School Social Worker (Non-CST)<br>MAR/JEFF<br>1.0 FTE | 1/13/15-3/16/15<br>(Paid Maternity Leave)<br>3/17/15-5/12/15<br>(Unpaid FMLA)    |
| <b>Nicosia,<br/>Nicole</b>    | T SPED/INC<br>MM<br>1.0 FTE                           | 12/23/14 – 3/30/15<br>(Paid Maternity Leave)<br>3/31/15-6/30/15<br>(Unpaid FMLA) |
| <b>Sebastian,<br/>Lindsay</b> | T Social Studies<br>MM<br>1.0 FTE                     | 1/27/15-4/13/15<br>(Paid Maternity Leave)<br>4/14/15-6/30/15<br>(Unpaid FMLA)    |
| <b>Tenenbaum,<br/>Nancy</b>   | Guidance Counselor<br>CHS – 1.0 FTE                   | 5/18/15-5/31/15<br>(Unpaid FMLA)   |

**3257 G. SALARY ADJUSTMENTS**

| NAME                            | ASSIGNMENT                | EFFECTIVE DATE         | ADJUSTMENT           | ACTUAL SALARY |
|---------------------------------|---------------------------|------------------------|----------------------|---------------|
| <b>Alswang,<br/>Dr. Susan</b>   | T French<br>CHS – 1.0 FTE | 4/6/15<br>6/30/15      | +\$17,863            | \$89,319      |
| <b>Bachenheimer,<br/>Stacey</b> | T Biology<br>CHS - .2 FTE | 1/14-26/15<br>(7 days) | \$92.81<br>(per day) | \$649.67      |

|                                    |                                   |                         |                       |           |
|------------------------------------|-----------------------------------|-------------------------|-----------------------|-----------|
| <b>Boyd, Lori</b>                  | S/3, Secretary<br>MM – 1.0 FTE    | 2/20/15<br>7 hours      | \$2.44<br>(per hour)  | \$17.08   |
| <b>Cacioppo, Alexandra</b>         | LR T PE/Health<br>CHS – 1.0 FTE   | 4/7/15<br>6/30/15       | +\$9,516              | \$47,578  |
| <b>Clavijo, Adriana</b>            | <i>T Spanish</i><br>CHS – 1.2 FTE | 4/6/15<br>6/30/15       | +\$14,424             | \$86,546  |
| <b>Gaskin, Lena</b>                | School Bus Aide<br>DIST - .5 FTE  | 2/2-27/15<br>(6 hours)  | \$5.77<br>(per hour)  | \$34.62   |
| <b>Lemos, Gonzalo</b>              | <i>T Spanish</i><br>CHS – 1.2 FTE | 4/6/15<br>6/30/15       | +\$15,972             | \$95,833  |
| <b>Lopez, Rocio</b>                | <i>T Spanish</i><br>CHS – 1.2 FTE | 4/6/15<br>6/30/15       | +\$15,972             | \$95,833  |
| <b>Provenzano, Anna</b>            | Clerical Aide<br>MA/JE – 1.0 FTE  | 2/24/15<br>(5 ¾ hours)  | \$10.76<br>(per hour) | \$61.87   |
| <b>Robinson, Kathleen</b>          | Clerical Aide<br>CL/JE – 1.0 FTE  | 3/9/15<br>(7 ½ hours)   | \$9.68<br>(per hour)  | \$72.60   |
| <b>Robles-Fernandez, Dr. Ramon</b> | <i>T Spanish</i><br>CHS – 1.2 FTE | 4/6/15<br>6/30/15       | +\$18,562             | \$111,374 |
| <b>Tyson, Angela</b>               | School Bus Aide<br>DIST - .8 FTE  | 2/2-27/15<br>(32 hours) | \$7.82<br>(per hour)  | \$250.24  |

**Background**

**Dr. Alswang, Ms. Clavijo, Mr. Lemos, Ms. Lopez, and Dr. Robles-Fernandez** are each being compensated for teaching a sixth class due to *Eva Marin*, being out on maternity leave.

**Ms. Bachenheimer's** salary adjustment is being corrected.

**Ms. Boyd, Ms. Provenzano, and Ms. Robinson** are each being compensated for the hours they filled in as school secretary.

**Ms. Cacioppo** is being increased in FTE (from .8 to 1.0) while *Bob Sutherland* is out on medical leave.

**Ms. Gaskin and Ms. Tyson** are each being compensated for filling in as a school bus drivers.

**3257 H. STIPENDS**

| NAME                  | ASSIGNMENT           | EFFECTIVE DATE    | SALARY     |
|-----------------------|----------------------|-------------------|------------|
| <b>Faison, Kendra</b> | MLKA<br>CHS - .5 FTE | 9/1/14<br>2/27/15 | \$1,661.50 |
| <b>Hicks, Marcia</b>  | MLKA<br>CHS - .5 FTE | 3/1/15<br>6/30/15 | \$1,661.50 |

**3257 I. STAFF FUNDED BY TITLE 1**

| NAME               | ASSIGNMENT                            | EFFECTIVE DATE     | SALARY   |
|--------------------|---------------------------------------|--------------------|----------|
| <b>Ward, Sally</b> | Project Ahead Teacher<br>SB – 1.0 FTE | 3/16/15<br>6/30/15 | \$70,484 |

**3257 J. APPROVE JOB DESCRIPTION**

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

**JOB DESCRIPTION**

**POSITION TITLE**

DIRECTOR OF SPECIAL SERVICES

**MINIMUM  
QUALIFICATIONS**

- Administrative Certification
- Certification and experience in a special education area
- Strong leadership and communication skills
- Administrative experience
- Demonstrated ability to work effectively in the areas of program implementation
- Proficiency in Microsoft Office and special education software
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO**

Superintendent

**JOB GOAL(S)**

To lead staff in the development and implementation of services for students with disabilities and to oversee the fiscal and programmatic needs of the department.

**PRIMARY RESPONSIBILITIES**

1. Recommend for employment and assignment of Special Education staff.
2. Supervise and evaluate district special education staff.
3. Provide staff development consistent with the district's staff development plan.
4. Coordinate all special education services with those offered by other departments so as to avoid duplication and increase departmental effectiveness.
5. Develop appropriate pre-referral, referral and follow-up procedures to insure that students with special needs are promptly identified and given appropriate support services.
6. Insure district compliance with all state and federal regulations pertaining to the education of students with special needs as well as health services and home instruction.
7. Administer special education services programs.
8. Develop accountability procedures in order to monitor the delivery of special education services by staff.
9. Monitor the instructional quality of all district special education classes while carefully monitoring educational expenditures and expanding the inclusion of students with

*Job Description*

*Title: Director of Special Services*

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special needs.

- 10.** Develop and maintain uniform placement and follow-up procedures for students with special needs attending our district on a tuition basis and our own students who are placed out of district.
- 11.** Monitor the district's delivery of support services to non-public school children through the Essex County Educational Services Commission.
- 12.** Prepare the special education budget annually and monitor expenditures.
- 13.** Prepare all required state and federal reports which pertain specifically to students with special needs.
- 14.** Develop and submit grants and proposals to obtain state and federal funds for programs for students with special needs and to oversee program spending throughout the school year.
- 15.** Coordinate and complete filing of Special Education Reimbursement Programs; i.e., Special Education Medicaid Initiative (SEMI) and Administrative Claiming Programs (EPSDT).
- 16.** Work closely with parents and community groups to develop support for district policies and departmental programs.
- 17.** Recommend policies and administrative procedures to the Superintendent, which are needed to bring the district into compliance with state and federal laws as well as to improve the functioning of the Department of Special Services.
- 18.** Provide other professional duties and services within the scope of the job description and as assigned by the Superintendent of Schools.

**WORKING RELATIONSHIPS  
OF THE POSITION**

To maintain effective relationships with teachers, child study team members, students, administrators, supervisors and appropriate community groups.

**TERMS OF EMPLOYMENT**

12 Months  
Salary to be determined by the Board

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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:** September 2002

**Revised:** August 16, 2004; May 6, 2005, March 16, 2015