

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, May 12, 2016

Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3411

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

3411 A. RETIREMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE
Auerbach, Zipora	T SPED SM – 1.0 FTE	7/1/16
Gaines, William	T SS CHS – 1.0 FTE	7/1/16
Hamm-Miller, Paula	T Science SOM – 1.0 FTE	7/1/16
Quiles, Mark	Principal SB – 1.0 FTE	9/1/16

Background

Ms. Auerbach faithfully served in the public schools of South Orange and Maplewood for 10 years. **Mr. Gaines** faithfully served in the public schools of South Orange and Maplewood for 29 years. **Ms. Hamm-Miller** faithfully served in the public schools of South Orange and Maplewood for 27 years. **Mr. Quiles** faithfully served in the public schools of South Orange and Maplewood for 10 years. In appreciation of their contributions to the educational welfare of this community, they will be given recognition at the June 6, 2016 meeting

3411 B. RESIGNATIONS

NAME	ASSIGNMENT	EFFECTIVE DATE
Cohen, Heidi	T 4 JEFF – 1.0 FTE	7/1/16
Cutrona, Richard	T Art CHS - .7 FTE	7/1/16
Power, John	T SPED CHS – 1.0 FTE	7/1/16
Schmidt, Robert	Supervisor of Special Services DIST – 1.0 FTE	7/1/16
Tomsey, Amy	T Science MM – 1.0 FTE	7/1/16

Background

Ms. Cohen, Mr. Cutrona, and Mr. Schmidt are each resigning for personal reasons.
Mr. Power is resigning to accept a teaching job in another school district.
Ms. Tomsey is resigning to assume home duties.

3411 C. APPOINTMENTS FO THE 2016-17 SCHOOL YEAR

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Jacobs, Alyna	<i>Principal</i> SM/SMA – 1.0 FTE	7/1/16 6/30/17	\$105,603
Panzone, Jeanine	Clerk DIST – 1.0 FTE	7/1/16 6/30/17	\$8.59 (per hour)

Background

Ms. Jacobs is replacing *Augustina Lehn*, who retired.

3411 D. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Diegnan, Jennifer	School Librarian JEFF – 1.0 FTE	9/1/16-6/30/17 (Unpaid Personal Leave)
Levine, Danielle	T Language Arts SOM – 1.0 FTE	9/1/16-6/30/17 (Unpaid Personal Leave)
Lombardo, Ann	<i>T SPED MONT – 1.0 FTE</i>	<i>9/1/16-6/30/17 (Unpaid Childcare Leave)</i>
Ruggiero, Lisa	T 1 CLIN – 1.0 FTE	9/1/16-6/30/17 (Unpaid Personal Leave)
Yesowitz, Risa	T Music SB – 1.0 FTE	5/1/16-5/31/16 (Unpaid Medical Leave)

3411 E. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Gaskins, Lena	School Bus Aide DIST - .5 FTE	4/1-29/16 (34 hours)	\$6.05 (per hour)	\$205.7
Goodman, Treena	Clerical Aide SM 1.0 FTE	2/1/16 5/6/16 (47 ¾ hours)	\$9.86 (per hour)	\$470.82
Robinson, Kathleen	Clerical Aide CLIN – 1.0 FTE	4/28/16 (4 ½ hours)	\$8.94 (per hour)	\$40.23
Tyson, Angela	School Bus Aide DIST - .8 FTE	4/1-29/16 (45 hours)	\$8.13 (per hour)	\$365.85

Background

Ms. Goodman and Ms. Robinson are each being compensated for the hours they filled in as school secretary.
 Ms. Gaskins and Ms. Tyson are each being compensated for the hours they filled in as school bus drivers.

3411 F. SUMMER SCHOOL

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Milligan, Rebecca	Summer Program Leader Child Study Team	6/27/16 8/26/16	\$7,500
Stoessel, Marisa	Summer Program Leader Extended School Year	6/24/16 8/5/16	\$8,000
Stoudemire, Eric	Summer Program Leader Social Skills	6/24/16 7/22/16	\$5,300

3411 G. APPROVE JOB DESCRIPTIONS

New: Supervisor of English, K-12	Stipend: CHS Diversity Rocks
Supervisor of Social Studies, K-12	Stipend: CHS POWER
Supervisor of STEM, 9-12	Stipend: CHS Robotics
Supervisor of STEM, K-8	Stipend: CHS Shakespeare Club
	Stipend: CHS Spectrum

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

JOB DESCRIPTION

POSITION TITLE	SUPERVISOR OF ENGLISH, K -12
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> New Jersey Principal, School Administrator or Supervisor Certification <input type="checkbox"/> Staff Development experience <input type="checkbox"/> Graduate level study in the appropriate content area <input type="checkbox"/> Experience as a teacher in the appropriate content area
REPORTS TO	Assistant Superintendent for Curriculum and Instruction
JOB GOAL(S)	The primary goal of the K–12 Supervisor of English is to maintain the K-12 district vision for the appropriate subject area, articulate and coordinate the K-12 program, as well as develop the K-12 district budget. This person will supervise the K-12 staff in the English/Language Arts content area and serve as secondary evaluator.

PRIMARY RESPONSIBILITIES

1.	Provide visionary leadership to oversee the implementation of research-based best practices related to K-12 English/Language Arts, including curriculum design, instructional delivery, and assessment.
2.	Observe and evaluate faculty and staff and leading professional development to ensure high standards of accountable practice.
3.	Utilize data to monitor student progress and enhance program effectiveness.
4.	Direct periodic monitoring of the K-12 instructional program in accordance with the District’s Program Assessment Model.
5.	Develop and administer, together with Assistant Superintendent for Curriculum and Instruction, an instructional research and staff development budget to support the K-12 program.
6.	Demonstrate the ability to integrate educational technology into the delivery of the K-12 program and maintain a website with up-to-date information for the program area.
7.	Assist Principals in the observation, evaluation and recommendation for employment and assignment of K-12 teachers in the appropriate content area by serving as a secondary evaluator.

Job Description

Title: Supervisor of English, K-12

Page 2 of 2

8.	Provide coaching assistance for all K-12 teachers in the appropriate content areas.
9.	Provide periodic presentations to parent and other community groups.
10.	Conduct department and curriculum meetings; attend District curriculum meetings in order to effect horizontal and vertical continuity and articulation of the K-12 program.
11.	Perform all other duties assigned by the Assistant Superintendent for Curriculum and Instruction.

TERMS OF EMPLOYMENT:

11 Months
Salary determined by the ASCA negotiated 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.

Revised: April 7, 2008, May 12, 2016

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

JOB DESCRIPTION

POSITION TITLE	SUPERVISOR OF SOCIAL STUDIES, K -12
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> New Jersey Principal, School Administrator or Supervisor Certification <input type="checkbox"/> Staff Development experience <input type="checkbox"/> Graduate level study in the appropriate content area <input type="checkbox"/> Experience as a teacher in the appropriate content area
REPORTS TO	Assistant Superintendent for Curriculum and Instruction
JOB GOAL(S)	The primary goal of the K–12 Supervisor of Social Studies is to maintain the K-12 district vision for the appropriate subject area, articulate and coordinate the K-12 program, as well as develop the K-12 district budget. This person will supervise the K-12 staff in the Social Studies content area and serve as secondary evaluator.

PRIMARY RESPONSIBILITIES

1.	Provide visionary leadership to oversee the implementation of research-based best practices related to K-12 Social Studies, including curriculum design, instructional delivery, and assessment.
2.	Observe and evaluate faculty and staff and leading professional development to ensure high standards of accountable practice.
3.	Utilize data to monitor student progress and enhance program effectiveness.
4.	Direct periodic monitoring of the K-12 instructional program in accordance with the District’s Program Assessment Model.
5.	Develop and administer, together with Assistant Superintendent for Curriculum and Instruction, an instructional research and staff development budget to support the K-12 program.
6.	Demonstrate the ability to integrate educational technology into the delivery of the K-12 program and maintain a website with up-to-date information for the program area.
7.	Assist Principals in the observation, evaluation and recommendation for employment and assignment of K-12 teachers in the appropriate content area by serving as a secondary evaluator.

Job Description

Title: Supervisor of Social Studies, K-12

Page 2 of 2

8.	Provide coaching assistance for all K-12 teachers in the appropriate content areas.
9.	Provide periodic presentations to parent and other community groups.
10.	Conduct department and curriculum meetings; attend District curriculum meetings in order to effect horizontal and vertical continuity and articulation of the K-12 program.
11.	Perform all other duties assigned by the Assistant Superintendent for Curriculum and Instruction.

TERMS OF EMPLOYMENT:

11 Months
Salary determined by the ASCA negotiated 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.

Revised: April 7, 2008, May 12, 2016

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

JOB DESCRIPTION

POSITION TITLE	SUPERVISOR OF STEM, 9 -12
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> New Jersey Principal, School Administrator or Supervisor Certification <input type="checkbox"/> Staff Development experience <input type="checkbox"/> Graduate level study in the appropriate content area <input type="checkbox"/> Experience as a teacher in the appropriate content area
REPORTS TO	Assistant Superintendent for Curriculum and Instruction
JOB GOAL(S)	The primary goal of the 9–12 Supervisor of STEM is to maintain the 9-12 district vision for the appropriate subject areas, articulate and coordinate the 9-12 program, as well as develop the 9-12 district budget. This person will supervise the 9-12 staff in the STEM content areas and serve as secondary evaluator.

PRIMARY RESPONSIBILITIES

1.	Provide visionary leadership to oversee the implementation of research-based best practices related to 9-12 STEM, including curriculum design, instructional delivery, and assessment.
2.	Observe and evaluate faculty and staff and leading professional development to ensure high standards of accountable practice.
3.	Utilize data to monitor student progress and enhance program effectiveness.
4.	Direct periodic monitoring of the 9-12 instructional program in accordance with the District’s Program Assessment Model.
5.	Develop and administer, together with Assistant Superintendent for Curriculum and Instruction, an instructional research and staff development budget to support the 9-12 program.
6.	Demonstrate the ability to integrate educational technology into the delivery of the 9-12 program and maintain a website with up-to-date information for the program area.
7.	Assist Principals in the observation, evaluation and recommendation for employment and assignment of 9-12 teachers in the appropriate content area by serving as a secondary evaluator.

Job Description

Title: Supervisor of STEM, 9-12

Page 2 of 2

8.	Provide coaching assistance for all 9-12 teachers in the appropriate content areas.
9.	Provide periodic presentations to parent and other community groups.
10.	Conduct department and curriculum meetings; attend District curriculum meetings in order to effect horizontal and vertical continuity and articulation of the 9-12 program.
11.	Perform all other duties assigned by the Assistant Superintendent for Curriculum and Instruction.

TERMS OF EMPLOYMENT:

11 Months
Salary determined by the ASCA negotiated 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.

Revised: April 7, 2008, May 12, 2016

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

JOB DESCRIPTION

POSITION TITLE	SUPERVISOR OF STEM, K -8
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> New Jersey Principal, School Administrator or Supervisor Certification <input type="checkbox"/> Staff Development experience <input type="checkbox"/> Graduate level study in the appropriate content area <input type="checkbox"/> Experience as a teacher in the appropriate content area
REPORTS TO	Assistant Superintendent for Curriculum and Instruction
JOB GOAL(S)	The primary goal of the K-8 Supervisor of STEM is to maintain the K-8 district vision for the appropriate subject areas, articulate and coordinate the K-8 program, as well as develop the K-8 district budget. This person will supervise the K-8 staff in the STEM content areas and serve as secondary evaluator.

PRIMARY RESPONSIBILITIES

1.	Provide visionary leadership to oversee the implementation of research-based best practices related to K-8 STEM, including curriculum design, instructional delivery, and assessment.
2.	Observe and evaluate faculty and staff and leading professional development to ensure high standards of accountable practice.
3.	Utilize data to monitor student progress and enhance program effectiveness.
4.	Direct periodic monitoring of the K-8 instructional program in accordance with the District's Program Assessment Model.
5.	Develop and administer, together with Assistant Superintendent for Curriculum and Instruction, an instructional research and staff development budget to support the K-8 program.
6.	Demonstrate the ability to integrate educational technology into the delivery of the K-8 program and maintain a website with up-to-date information for the program area.
7.	Assist Principals in the observation, evaluation and recommendation for employment and assignment of K-8 teachers in the appropriate content area by serving as a secondary evaluator.

Job Description

Title: Supervisor of STEM, K-8

Page 2 of 2

8.	Provide coaching assistance for all K-8 teachers in the appropriate content areas.
9.	Provide periodic presentations to parent and other community groups.
10.	Conduct department and curriculum meetings; attend District curriculum meetings in order to effect horizontal and vertical continuity and articulation of the K-8 program.
11.	Perform all other duties assigned by the Assistant Superintendent for Curriculum and Instruction.

TERMS OF EMPLOYMENT:

11 Months
Salary determined by the ASCA negotiated 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.

Revised: April 7, 2008, May 12, 2016

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

JOB DESCRIPTION

POSITION TITLE

STIPEND: CHS DIVERSITY ROCKS

MINIMUM QUALIFICATIONS

- Standard Instructional Certificate.
- Proficient knowledge with diversity training and conflict resolution.

REPORTS TO

Director of Student Activities

JOB RESPONSIBILITY

To provide a social, academic and philanthropic platform to bring students, faculty, parents/guardians, and community members to learn about and celebrate our racial, ethnic, religious, gender & sexual orientation diversity with Columbia High School.

PRIMARY RESPONSIBILITIES

1. Ensure compliance with BOE policies and regulations, including but not limited to, 2430-Equal Access to Student Organizations; 2431-School Sponsored Publications; 5820-Student Government; 5830-Pupil Fundraising; 5850-Social Events and Class Trips.
2. Ensure compliance with the charter/bylaws of national chapter of the club, if applicable.
3. Provide for the efficient management of the organizational and operational needs of the club, including, but not limited to, scheduling of meetings, payment of dues and/or related fees, attendance at appropriate/approved workshops, meetings, etc...
4. Maintain an accurate roster of student members and take attendance at each meeting.
5. Supervise forums for students to discuss issues of diversity with CHS.
6. Assist with annual events such as National Hispanic History Month, LGBT History Month, Black History Month, and Women's History Month.

EVALUATION

Job performance will be evaluated by the Director of Student Activities

TERMS OF EMPLOYMENT

10 Months Stipend Position
Salary as per SOMEA Agreement

While this job description does not cover every one of the duties/responsibilities of this position, it lists most of the significant areas and is intended to convey a general understanding of the assignment. Performance evaluation will be based on the duties and responsibilities listed above.

Initial Approval: 5/12/16

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

STIPEND: CHS POWER

MINIMUM QUALIFICATIONS

- Standard Instructional Certificate.
- Proficient knowledge of women’s issues, particularly in our community.

REPORTS TO

Director of Student Activities

JOB RESPONSIBILITY

To retool our student body’s definition of what it means to be a feminist by creating conversations about equity, body positivity, self-esteem, empowerment, and respect.

PRIMARY RESPONSIBILITIES

1. Ensure compliance with BOE policies and regulations, including but not limited to, 2430-Equal Access to Student Organizations; 2431-School Sponsored Publications; 5820-Student Government; 5830-Pupil Fundraising; 5850-Social Events and Class Trips.
2. Ensure compliance with the charter/bylaws of national chapter of the club, if applicable.
3. Provide for the efficient management of the organizational and operational needs of the club, including, but not limited to, scheduling of meetings, payment of dues and/or related fees, attendance at appropriate/approved workshops, meetings, etc...
4. Maintain an accurate roster of student members and take attendance at each meeting.
5. Organize special women events during the school year such as documentary screenings, and/or a forum.
6. Facilitate communications/partnerships between POWER and feminist organizations.
7. Execute other duties as assigned/directed by administrator or supervisor as appropriate.

EVALUATION

Job performance will be evaluated by the Director of Student Activities

TERMS OF EMPLOYMENT

10 Months Stipend Position
Salary as per SOMEA Agreement

While this job description does not cover every one of the duties/responsibilities of this position, it lists most of the significant areas and is intended to convey a general understanding of the assignment. Performance evaluation will be based on the duties and responsibilities listed above.

Initial Approval: 5/12/16

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

STIPEND: CHS ROBOTICS

MINIMUM QUALIFICATIONS

- Standard Instructional Certificate.
- Proficient knowledge in robotics construction and computer programming.

REPORTS TO

Director of Student Activities

JOB RESPONSIBILITY

To teach students the many tasks involved with robot building and programming. Responsible for coordinating team competitions in robotic league.

PRIMARY RESPONSIBILITIES

1. Ensure compliance with BOE policies and regulations, including but not limited to, 2430-Equal Access to Student Organizations; 2431-School Sponsored Publications; 5820-Student Government; 5830-Pupil Fundraising; 5850-Social Events and Class Trips.
2. Ensure compliance with the charter/bylaws of national chapter of the club, if applicable.
3. Provide for the efficient management of the organizational and operational needs of the club, including, but not limited to, scheduling of meetings, payment of dues and/or related fees, attendance at appropriate/approved workshops, meetings, etc...
4. Maintain an accurate roster of student members and take attendance at each meeting.
5. Register all robotics teams with US FIRST.
6. Register and organize teams for multiple qualifier meets throughout the fall and winter.
7. Organize the annual Robotics Qualifier at CHS with US FIRST.
8. Participate in community programs with the local public libraries, civic associations, YMCA, etc.

EVALUATION

Job performance will be evaluated by the Director of Student Activities

TERMS OF EMPLOYMENT

10 Months Stipend Position
Salary as per SOMEA Agreement

While this job description does not cover every one of the duties/responsibilities of this position, it lists most of the significant areas and is intended to convey a general understanding of the assignment. Performance evaluation will be based on the duties and responsibilities listed above.

Initial Approval: 5/12/16

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

JOB DESCRIPTION

POSITION TITLE

STIPEND: CHS SHAKESPEARE CLUB

**MINIMUM
QUALIFICATIONS**

- Standard Teacher of English Certificate.
- Proficient knowledge of Shakespeare plays.
- Familiarity with the Folger Set Free series.

REPORTS TO

Director of Student Activities

JOB RESPONSIBILITY

To celebrate the works of William Shakespeare by exposing club members to a variety of Shakespeare's works through performance-based activities, as well as organize the annual Shakespeare Festival.

PRIMARY RESPONSIBILITIES

1. Ensure compliance with BOE policies and regulations, including but not limited to, 2430-Equal Access to Student Organizations; 2431-School Sponsored Publications; 5820-Student Government; 5830-Pupil Fundraising; 5850-Social Events and Class Trips.
2. Ensure compliance with the charter/bylaws of national chapter of the club, if applicable.
3. Provide for the efficient management of the organizational and operational needs of the club, including, but not limited to, scheduling of meetings, payment of dues and/or related fees, attendance at appropriate/approved workshops, meetings, etc...
4. Maintain an accurate roster of student members and take attendance at each meeting.
5. Setting the following year's festival date the spring before by collaborating with building administration.
 - Reserving the library and front lobby showcase and creating the display
 - Reserving auditorium for rehearsals and performances.
 - Setting up and promoting the annual logo and poster contest.
 - Setting up and promoting the annual sonnet contest and scavenger hunt.
 - Collaborating to create the program for the festival each spring.
 - Arranging at least 1 field trip to local productions of Shakespeare.

EVALUATION

Job performance will be evaluated by the Director of Student Activities

TERMS OF EMPLOYMENT

10 Months Stipend Position
Salary as per SOMEA Agreement

While this job description does not cover every one of the duties/responsibilities of this position, it lists most of the significant areas and is intended to convey a general understanding of the assignment. Performance evaluation will be based on the duties and responsibilities listed above.

Initial Approval: 5/12/16

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

STIPEND: CHS SPECTRUM

MINIMUM QUALIFICATIONS

- Standard Instructional Certificate.
- Proficient knowledge in LGBTQ Issues.
- Proficient knowledge in diversity training & conflict resolution.

REPORTS TO

Director of Student Activities

JOB RESPONSIBILITY

To promote and support making CHS a supportive and accepting environment for LGBTQ students and families. To assist in educating the CHS community on LGBTQ issues which will discourage homophobia and transphobia in our school.

PRIMARY RESPONSIBILITIES

1. Ensure compliance with BOE policies and regulations, including but not limited to, 2430-Equal Access to Student Organizations; 2431-School Sponsored Publications; 5820-Student Government; 5830-Pupil Fundraising; 5850-Social Events and Class Trips.
2. Ensure compliance with the charter/bylaws of national chapter of the club, if applicable.
3. Provide for the efficient management of the organizational and operational needs of the club, including, but not limited to, scheduling of meetings, payment of dues and/or related fees, attendance at appropriate/approved workshops, meetings, etc.
4. Maintain an accurate roster of student members and take attendance at each meeting.
5. Provide guidance and training for students to resolve conflicts.
6. Provide educational information to the CHS community on LGBTQ issues.

EVALUATION

Job performance will be evaluated by the Director of Student Activities

TERMS OF EMPLOYMENT

10 Months Stipend Position
Salary as per SOMEA Agreement

While this job description does not cover every one of the duties/responsibilities of this position, it lists most of the significant areas and is intended to convey a general understanding of the assignment. Performance evaluation will be based on the duties and responsibilities listed above.

Initial Approval: 5/12/16