

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, October 17, 2016

Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3464

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

3464 A. MEMORIAL

BE IT RESOLVED that the Board of Education approve the following memorial:

G. Stephen Frampton retired vice principal, teacher and coach, passed away on October 11, 2016.

The Superintendent is asked to convey our condolences to the family and friends of G. Stephen Frampton.

3464 B. RESIGNATION

NAME	ASSIGNMENT	EFFECTIVE DATE
Wackerman, John	T Math MM – 1.0 FTE	12/10/16

Background

Mr. Wackerman is resigning for personal reasons.

3464 C. APPOINTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Akinrolabu, Jade	<i>Guidance Counselor</i> CHS – 1.0 FTE	10/20/16 6/30/17	\$56,903
Berry, Rashida	T Math CHS – 1.0 FTE	11/17/16 6/30/17	\$68,979
Cupo, Ann	S4/12, Secretary CHS – 1.0 FTE	11/7/16 6/30/17	\$55,595

Background

Ms. Akinrolabu is replacing *Craig Matthews*, who resigned.

Ms. Berry is replacing *Mariann Balmann*, who resigned.

Ms. Cupo is replacing *Patricia Schuler*, who retired.

3464 D. LEAVE REPLACEMENT APPOINTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Gallo, Lindsay	T English MM – 1.0 FTE	11/7/16 6/30/17	\$54,887

Background

Ms. Gallo will be filling in for *Laura Lubrano*, while she's out on maternity leave and FMLA.

3464 E. CHANGE IN START DATE

NAME	ASSIGNMENT	OLD START DATE	NEW START DATE
Brown, Kathleen	T SPED CHS – 1.0 FTE	10/30/16 6/30/17	10/31/16 6/30/17
Calzada, Jacinta	T SPED/INC SOM – 1.0 FTE	10/11/16 6/30/17	10/5/16 6/30/17

Kwarta, Traci	T SPED/INC JEFF – 1.0 FTE	9/1/16 6/30/17	10/17/16 6/30/17
Lewis, Karyn	School Library Media Specialist SOM – 1.0 FTE	11/1/16 6/30/17	10/31/16 6/30/17
Teng, Deborah	School Psychologist DIST – 1.0 FTE	10/17/16 6/30/17	10/24/16 6/30/17

3464 F. TRANSFERS/REASSIGNMENTS

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE DATE
Green, Bridgett	Supervisor of SPED, 9-12 DIST – 1.0 FTE	Supervisor of SPED, K-7 DIST – 1.0 FTE	10/22/16 6/30/17
Riddick, Crystal	Supervisor of SPED, K-5 DIST – 1.0 FTE	Supervisor of SPED, 8-12 DIST – 1.0 FTE	10/22/16 6/30/17

3464 G. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Thompson, Angela	School Nurse TUS 1.0 FTE	9/1/16-9/19/16 (Paid Maternity Leave) 9/20/16-12/9/16 (Unpaid FMLA)
Wrembel, Stefanie	T 5 CLIN 1.0 FTE	9/6/16-10/26/16 (Paid Maternity Leave) 10/27/16-1/26/17 (Unpaid FMLA)

3464 H. 2015-16 SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Tyson, Angela	School Bus Aide DIST - .8 FTE	9/1/15 6/30/16	+\$1,600	\$31,995

Background

Ms. Tyson's salary is being compensated for longevity.

3464 I. 2016-17 SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Gallof, Pamela	T SPED CHS – 1.04 FTE	9/15/16 6/30/17	+\$3,155.16	\$82,034
Karl, Gwen	T SPED CHS – 1.24 FTE	9/6/16 6/30/17	+\$21,246	\$109,771
Riddick, Crystal	Supervisor of SPED DIST – 1.0 FTE	9/1-30/16 (19 day)	\$150 (per day)	\$2,850
Robinson, Kathleen	Clerical Aide CLIN – 1.0 FTE	9/22/16 (7 ½ hours)	\$9.17 (per hour)	\$68.78
Rosenblatt, Carly	T Music DIST - .48 FTE	10/17/16 6/30/17	+\$3,952	\$23,716
Ryan, Suzanne	T SPED CHS – 1.2 FTE	9/14/16 6/30/17	+\$18,862	\$115,674

Tyson, Angela	School Bus Aide DIST - .8 FTE	9/1/16 6/30/17 9/1-30/16 (10 hours)	+\$1,600 \$8.34 (per hour)	\$32,469 \$83.40
Yesowitz, Risa	<i>T Music</i> <i>SB – 1.04 FTE</i>	<i>10/17/16</i> <i>6/30/17</i>	<i>+\$3,772</i>	<i>\$100,084</i>

Background

Ms. Gallof is being compensated for teaching an additional lab once a week.
Ms. Karl is being compensated for teaching a sixth class and an additional lab once a week.
Ms. Riddick is being compensated for picking up an additional work load.
Ms. Rosenblatt and Ms. Yesowitz are being compensated for teaching additional classes per week.
Ms. Ryan is being compensated for teaching a sixth class.
Ms. Tyson's salary is being adjusted to reflect longevity and she is being compensated for the hours she filled in as a bus driver.

3464 J. STIPENDS

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Barr, Tonya	Bus Duty MAR - .33 FTE	9/1/16 6/30/17	\$1,128.67
Grosholz, Marci	Bus Duty MAR - .33 FTE	9/1/16 6/30/17	\$1,128.67
Intile, April	Bus Duty MAR - .33 FTE	9/1/16 6/30/17	\$1,128.67
Johnson, Beth	Spectrum CHS - .5 FTE	10/1/16 6/30/17	\$1,661.50
Kaplus, Deborah	Bus Duty MAR - .33 FTE	9/1/16 6/30/17	\$1,128.67
Martelli, Nicole	Spectrum CHS - .5 FTE	10/1/16 6/30/17	\$1,661.50
Martin, Shira	Bus Duty MAR - .33 FTE	9/1/16 6/30/17	\$1,128.67
Martinez, Josue	Bus Duty MAR - .33 FTE	9/1/16 6/30/17	\$1,128.67
Muirhead, Ryan	<i>FBLA</i> <i>CHS – 1.0 FTE</i>	<i>10/10/16</i> <i>6/30/17</i>	<i>\$2,734</i>
Raviola, Jaclyn	Bus Duty MAR - .33 FTE	9/1/16 6/30/17	\$1,128.67
Scates, Jennifer	Bus Duty MAR - .33 FTE	9/1/16 6/30/17	\$1,128.67
Wojcio, Michael	Bus Duty MAR - .33 FTE	9/1/16 6/30/17	\$1,128.67

3464 K. APPROVE JOB DESCRIPTION

NEW: S5/12, Secretary to the Assistant Superintendent for Curriculum & Instruction

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

S5/12, Secretary to the Assistant Superintendent for Curriculum and Instruction

MINIMUM QUALIFICATIONS

- High School graduate, business school/experience (degree preferred).
- Thorough familiarity with key computer programs such as Word, Excel, PowerPoint, Publisher, Systems 3000.
- Demonstrate ability to act as a self-starter and work independently.
- Excellent oral and written communication skills required
- Demonstrate tact and ability to communicate with staff and community, particularly under pressure.
- Acknowledged as a "people person" with a positive, team player approach to the work environment.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Assistant Superintendent for Curriculum and Instruction

JOB GOAL(S)

This position requires discretion, initiative and sound judgment as well as quality technical knowledge, the ability to provide a wide variety of executive secretarial duties, the skills to coordinate a high volume of administrative detail, and consistent ethical behavior

PRIMARY RESPONSIBILITIES

- 1.** Serves as secretary to the Assistant Superintendent for Curriculum and Instruction and maintains the confidences of that office.
- 2.** Performs difficult and complex clerical and secretarial work independently and effectively as well as analyzes difficult and sensitive situations and adopts an appropriate course of action.
- 3.** Coordinates the efficient workflow of the school system relative to the responsibilities of the Assistant Superintendent for Curriculum and Instruction.
- 4.** Maintains an administrative job calendar/tickler file and utilizes its contents to keep the Assistant Superintendent for Curriculum and Instruction informed.

Job Description

Title: S5/12, Secretary to the Assistant Superintendent for Curriculum and Instruction

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5. Maintains a schedule of appointments for the Assistant Superintendent for Curriculum and Instruction; makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency.
6. Maintains financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks as it relates to managing financial spending and paperwork for State Grants including Title1, 2 and 3.
7. Assists the Assistant Superintendent for Curriculum and Instruction in organizing and preparing for district-wide events such as staff development days, courses, workshops and other activities and maintains a record of staff participation in the district's Staff Development Program.
8. Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent for Curriculum and Instruction may assign.

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 17, 2016