

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, April 24, 2017

Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3546

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

3546 A. MEMORIAL

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

Robert Sutherland retired physical ed. teacher/lacrosse coach passed away on Friday, April 21, 2017.

Charles W. Williams, Jr. retired business teacher passed away on Thursday, March 9, 2017.

The Superintendent is asked to convey our condolences to the family and friends of Robert Sutherland and Charles W. Williams, Jr.

3546 B. RETIREMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE
Ettinger, Nancy	T PE/Health CHS – 1.0 FTE	7/1/17
Martelli, Janis	Confidential Secretary DIST – 1.0 FTE	9/1/17
Moss, Richard	T Math CHS – 1.0 FTE	7/1/17
Weisbord, Ellen	T Art CHS – 1.0 FTE	7/1/17
Witter, Christine	T ELL CHS – 1.0 FTE	7/1/17

Background

Ms. Ettinger faithfully served in the public schools of South Orange and Maplewood for 24 years. **Ms. Martelli** faithfully served in the public schools of South Orange and Maplewood for 26 years. **Mr. Moss** faithfully served in the public schools of South Orange and Maplewood for 45 years. **Ms. Witter** faithfully served in the public schools of South Orange and Maplewood for 22 years. **Ms. Weisbord** faithfully served in the public schools of South Orange and Maplewood for 21 years. In appreciation of their contributions to the educational welfare of this community; they will be given recognition at one of the June 2017 meetings.

3546 C. RESIGNATION

NAME	ASSIGNMENT	EFFECTIVE DATE
Prybylek, Danielle	T SPED MM – 1.0 FTE	7/1/17

Background

Ms. Prybylek is resigning due to relocation out of state.

3546 D. APPOINTMENT OF LEAVE REPLACEMENT STAFF

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Lopez, Samantha	T Multiage SB – 1.0 FTE	4/17/17 6/30/17	\$55,610

Background

Ms. Lopez will be filling in for Alison Garcia-Pedrosa, while she is out on maternity leave and FMLA.

3546 E. TRANSFER/REASSIGNMENT

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE DATE
<i>Pyne, Lisa</i>	<i>S5/12, Secretary DIST – 1.0 FTE</i>	<i>S4/11, Secretary SM – 1.0 FTE</i>	<i>5/8/17 6/30/17</i>
<i>Santa Cruz, Iona</i>	<i>S4/11, Secretary SM – 1.0 FTE</i>	<i>S4/11, Secretary MAR – 1.0 FTE</i>	<i>4/21/17 6/30/17</i>

Background

Ms. Santa Cruz is being transferred to replace Denise Burgermaster who is retiring.

MS. Pyne is replacing Iona Santa Cruz who is being transferred.

3546 F. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Amato, Lauren	T 2 TUS 1.0 FTE	2/14/17-4/27/17 (Paid Maternity Leave) 4/28/17-6/30/17 (Unpaid FMLA)
Barreiro, Maria	T PE MAR 1.0 FTE	3/1/17-5/17/17 (Paid Maternity Leave) 5/18/17-6/30/17 (Unpaid FMLA)
Goodman, Treena	Clerical Aide SM – 1.0 FTE	4/1/17-4/28/17 (Unpaid Medical Leave)
<i>Griffin, Nicole</i>	<i>T SPED SM – 1.0 FTE</i>	<i>4/21/17-4/28/17 (Paid Medical Leave)</i>
Gussis, Laura	T 5 JEFF 1.0 FTE	2/7/17-4/4/17 (Paid Maternity Leave) 4/5/17-6/30/17 (Unpaid FMLA)
Kruglinski, Laura	T Art SB 1.0 FTE	3/13/17-5/3/17 (Paid Maternity Leave) 5/4/17-6/30/17 (Unpaid FMLA)
Roig, Meredith	T SPED/INC SM - 1.0 FTE	2/23/17-4/30/17 (Paid Medical Leave)

3546 G. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Boni, Jeffrey	T SS CHS - 1.2 FTE	2/21/17 6/30/17	+\$17,705	\$108,230
Borkowski, Matthew	T SS CHS - 1.2 FTE	2/21/17 6/30/17	+\$12,732	\$76,394
Childress, Glynnis	T SS CHS - 1.2 FTE	2/21/17 6/30/17	+\$17,313	\$103,876

Copeland, Jeannette	Clerical Aide MAR – 1.0 FTE	3/6/17 (7 hours)	\$10.85 (per hour)	\$75.95
Edmonds, Kimberly	Clerical Aide MAR – 1.0 FTE	3/6/17-4/5/17 (58.5 hours)	\$10.30 (per hour)	\$602.55
Fradkin, Stephen	T SS CHS - 1.2 FTE	2/21/17 6/30/17	\$17,313	\$103,876
Mastrodonato, David	T SS CHS - 1.2 FTE	2/21/17 6/30/17	+\$18,862	\$115,174
Pyne, Lisa	S4/11, Secretary SM – 1.0 FTE	5/8/17 6/30/17	-\$10,423	\$57,624
Tsioni, Barbara	T SPED SOM – 1.12 FTE	3/2/17 6/30/17	\$11,317	\$105,629
Tyson, Angela	School Bus Aide DIST - .8 FTE	3/1-31/17 (35 hours)	\$8.34 (per hour)	\$291.90
Woolard, Terry	Assistant Principal CHS – 1.0 FTE	2/27-3/22 (12 days)	\$75 (per day)	\$900

Background

Mr. Boni, Mr. Borkowski, Ms. Childress, Mr. Fradkin, and Mr. Mastrodonato are each being compensated for teaching a sixth class due to the resignation of *Wole Ogunkoya*.

Ms. Copeland and Ms. Edmonds are each being compensated for the hours they filled in as school secretary.

Ms. Pyne's salary is being adjusted from a S5/12 to a S4/11 secretary.

Ms. Tsioni is being compensated for the teaching a sixth class three times a week.

Ms. Tyson is being compensated for the hours she filled in as a school bus driver.

Mr. Woolard is being compensated for the days he picked up an additional workload.

3546 H. SUMMER SCHOOL

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
<i>Colon, Gerri</i>	<i>Summer Program Leader Child Study Team</i>	<i>6/26/17 8/31/17</i>	<i>\$3,750</i>
<i>Milligan, Rebecca</i>	<i>Summer Program Leader Child Study Team</i>	<i>6/26/17 8/31/17</i>	<i>\$3,750</i>
<i>Stoessel, Marisa</i>	<i>Summer Program Leader Extended School Year</i>	<i>6/26/17 8/4/17</i>	<i>\$8,000</i>
<i>Stoudemire, Eric</i>	<i>Summer Program Leader Social Skills</i>	<i>6/26/17 7/21/17</i>	<i>\$3,750</i>

3546 I. APPROVE JOB DESCRIPTIONS

Director of Safety & Security
 Director of Custodial Services

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

DIRECTOR—SAFETY & SECURITY

MINIMUM QUALIFICATIONS

Undergraduate Degree preferred. Equivalent career experience may be substituted for an Undergraduate degree if the experience is directly applicable. Minimum of five years of progressively responsible management experience in security or law enforcement, with demonstrated responsibility for emergency management, security and safety planning. Excellent verbal and written communication skills, as well as skills in interpersonal relations. Ability to build solid relationships with staff while holding staff accountable. Ability to prioritize tasks and lead a diverse workforce. Superior customer service and problem solving skills. Ability to use various security and computer software/hardware systems. Valid state driver's license in good standing. Knowledgeable of state and federal best practices. Must be able to pass pre-employment criminal history check.

REPORTS TO

Business Administrator

JOB GOAL(S)

Maintain a safe and secure environment for students, employees and visitors by taking the lead to develop, establish and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, emergency management, fire safety, and asset protection.

JOB RESPONSIBILITY AND AUTHORITY

The primary responsibilities of the Safety & Security Director is to ensure compliance with policies and procedures, document security plans, conduct training sessions, and conduct regular safety inspections of the facilities. Update and redistribute security plans.

PRIMARY RESPONSIBILITIES

1. Helps develop and communicates security policies and procedures by studying organization operations and schedules; establishes internal controls; conducts inspections as appropriate; reports potential hazards to appropriate departments; Creates Standard Operating Procedures, safety and security manuals; coordinates and conducts training sessions for, staff, parents and students.
2. Secures facilities, equipment, students and personnel by working in conjunction with the appropriate District departments in recommending safety and security equipment purchases and upgrades; maintaining records of fire and other emergency drills and conducting drills when appropriate; supervising and maintaining access control.
3. Conducts and coordinates safety, security and emergency preparedness training by developing, scheduling and/or facilitating training for staff, students and security personnel relating to school safety, security and emergency preparedness. Provide oversight, evaluation and documentation for safety, security and emergency preparedness training.
4. Conducts safety, security and emergency preparedness assessments of all school and support facilities.

Job Description

Title: Director of Safety & Security

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5. Conducts safety and security planning with School Personnel, local government planners and coordinates these activities with first responders such as the police and fire departments.
6. Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.
7. Conducts investigations as directed.
8. Works with appropriate departments to meet operational security needs within budget; works with Finance, Facilities and Maintenance departments for capital improvements as needed; schedules expenditures.
9. Contributes to team effort by integrating safety, security and emergency preparedness measures into the organization's daily practices in a manner supportive of other departments and functions.
10. Coordinates safety planning and practice to support academic processes of each school by implementing best practices in safety, security and emergency preparedness with proper adaptation to the culture and environment so the process of education can be enhanced rather than impeded by safety efforts.
11. Responsible to maintain district's Emergency Operation Manuals.
12. Annual review of physical structures to recommend changes in entrance security and room security.
13. Coordinate physical walk through of facilities with police and fire personnel as required.
14. Responsible for ensuring that safety and security practices are culturally responsive and appropriate for a diverse and inclusive school community.
15. Responsible for providing oversight of security vendors / personnel.

**WORKING RELATIONSHIPS
OF THE POSITION**

To maintain effective relationships with teachers, parents, students, administrators and other supervisors.

TERMS OF EMPLOYMENT

12 Months – 20 hours per week

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:

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

DIRECTOR – CUSTODIAL SERVICES

MINIMUM QUALIFICATIONS

Minimum five year's experience as a custodial supervisor; Possession of a valid N.J. driver's license; Must pass a criminal history check; Undergraduate Degree preferred. Equivalent career experience may be substituted for an Undergraduate degree if the experience is directly applicable; Willingness to use his/her own vehicle; Experience and knowledge of chemical usage and housekeeping methods; Good communication and customer service skills; Good verbal and written skills; Black Seal Certified; CEFM certified; Proof of U.S. citizenship or legal resident alien status..

REPORTS TO

Director of Property Services

JOB GOAL(S)

Oversee the custodial operations of individual school facilities and ensure a safe, clean and comfortable school environment; carry out administrative tasks as required to maintain and operate the plant to the required standards. Will also assume the responsibility to ensure buildings are available and secured before and after events; ensure vendors comply with contractual terms and conditions, scheduling and training of custodial staff; maintain an inventory, and recommend purchase of supplies, tools, equipment and fuel; complete custodial reports, building condition reports and maintain logs and other records as required.

JOB RESPONSIBILITY AND AUTHORITY

The primary responsibilities of the director are to manage the custodial operations of the district's facilities; Manage the vendor(s) providing custodial services and ensure compliance with contract agreements; Maintain records and schedules; maintain equipment and supplies related to custodial services

PRIMARY RESPONSIBILITIES

1. Responsible for daily operations of facilities to ensure standards of cleanliness, comfort, safety, security and availability are maintained.
2. Responsible for enforcing district policies and procedures.
3. Maintain and coordinate repair and accountability of custodial equipment as required.
4. Ensure proper use of all chemicals and precautions that must be taken when handling.
5. Read and comprehend all SDS (Safety Data Sheet) documentation. Manage annual inspection of hazardous materials, preparation of "Right to Know", and proper removal of Hazardous materials.

Job Description

Title: Director – Custodial Services

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6. Develop, document, and execute cleaning programs for all breaks (winter, mid-winter, summer, etc.)
7. Perform regular facility inspections and report all hazards and/or dangerous conditions found.
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9. Daily communication with building administrators, staff, and custodial personnel.
10. Schedule additional work as required to accommodate school and community organizations using the facilities. Adjust work assignments of all personnel to support usage requirements
11. Manage all cleaning programs.
12. Perform all management duties including but not limited to employee evaluations, managing inventory levels, maintain work order logs, preparing bid specifications, etc.
13. Expected to maintain flexible work hours to ensure supervision of all custodial shifts (Evening, Nights, Weekends).
14. Coordinate staff training as required.

**WORKING RELATIONSHIPS
OF THE POSITION**

To maintain effective relationships with teachers, parents, students, administrators and other supervisors.

TERMS OF EMPLOYMENT

12 Months

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