

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

**Public Meeting, June 15, 2017**

**Personnel Fiscal Resolutions**

**FINAL RESOLUTION No. 3570**

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

**3570 A. RETIREMENT**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<i>Gaskins, Lena</i>	<i>School Bus Aide DIST - .5 FTE</i>	<i>7/1/17</i>
<i>Ramos, John</i>	<i>Superintendent of Schools DIST – 1.0 FTE</i>	<i>8/24/17</i>
<i>Testa, Kevin</i>	<i>T Art CHS – 1.0 FTE</i>	<i>11/1/17</i>

**Background**

Ms. Gaskins faithfully served in the public schools of South Orange and Maplewood for 10 years. Dr. Ramos faithfully served in the public schools of South Orange and Maplewood for 2 years. Mr. Testa faithfully served in the public schools of South Orange and Maplewood for 28 years. In appreciation of their contributions to the educational welfare of this community; they will be given recognition at one of the June 2018 meetings.

**3570 B. RESIGNATIONS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>Calzada, Jacinta</b>	T SPED SOM – 1.0 FTE	7/1/17
<i>Cook, Christopher</i>	<i>T SCI/Chemistry CHS – 1.0 FTE</i>	<i>7/1/17</i>
<b>Dordoni, Kiina</b>	T Social Studies SOM – 1.0 FTE	7/1/17
<b>Henderson, Rachel</b>	T 4 SM – 1.0 FTE	7/1/17
<b>Kagan, Allison</b>	T KDG SMA – 1.0 FTE	7/1/17
<b>Korellis, Jon</b>	T SPED CLIN – 1.0	7/1/17
<b>Robertson, Erica</b>	School Bus Driver DIST - .5 FTE	7/1/17

**Background**

Ms. Calzada and Ms. Henderson are each resigning due to relocation out of state.

Mr. Cook and Mr. Korellis are each resigning to accept positons in other districts.

Ms. Dordoni, Ms. Kagan and Ms. Robertson are each resigning for personal reasons.

**3570 C. REVISED REAPPOINTMENTS FOR THE 2017-2018 SCHOOL YEAR**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<i>Akinrolabu, Jade</i>	<i>Guidance Counselor CHS – 1.0 FTE</i>	<i>7/1/17 6/30/18</i>	<i>\$58,326*</i>
<i>Balassone, Falynn</i>	<i>Guidance Counselor CHS – 1.0 FTE</i>	<i>7/1/17 6/30/18</i>	<i>\$63,735*</i>

<b>Conway, Deborah</b>	<i>Guidance Counselor CHS – 1.0 FTE</i>	7/1/17 6/30/18	\$101,128*
<b>Dios, Kelli</b>	<i>Guidance Counselor MM – 1.0 FTE</i>	7/1/17 6/30/18	\$103,535*
<b>Hicks, Marcia</b>	<i>Guidance Counselor CHS – 1.0 FTE</i>	7/1/17 6/30/18	\$96,960*
<b>Martelli, Nicole</b>	<i>Guidance Counselor CHS – 1.0 FTE</i>	7/1/17 6/30/18	\$65,254*
<b>Williams, Janine</b>	<i>T SPED MM – 1.0 FTE</i>	9/1/17 6/30/18	\$63,662*

**Background**

Ms. Akinrolabu, Ms. Balassone and Ms. Martelli will be working 5 days during the summer.

Ms. Conway will be working 10 days during the summer.

Ms. Dios and Ms. Hicks will be working 15 days during the summer.

**3570 D. APPOINTMENTS FOR THE 2017-18 SCHOOL YEAR**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>Amaral, Agata</b>	T Math MM – 1.0 FTE	9/1/17 6/30/18	\$78,356*
<b>Boni, Susan</b>	<i>T Math CHS – 1.0 FTE</i>	9/1/17 6/30/18	\$78,879*
<b>Chayt, Melissa</b>	<i>T Language Arts SOM – 1.0 FTE</i>	9/1/17 6/30/18	55,610*
<b>Darius, Camille</b>	<i>T 4 JEFF – 1.0 FTE</i>	9/1/17 6/30/18	\$50,565*
<b>Davis, Jessica</b>	<i>T 2 SM – 1.0 FTE</i>	9/1/17 6/30/18	\$55,610*
<b>Erazo, Ronald</b>	Custodial Supervisor DIST – 1.0 FTE	7/1/17 6/30/18	\$83,500
<b>Fitzpatrick, Erin</b>	<i>T Art SOM – 1.0 FTE</i>	9/1/17 6/30/18	\$55,610*
<b>Galluzzi-Holmes, Patricia</b>	<i>S5/12, Secretary DIST – 1.0 FTE</i>	TBD 6/30/17	\$66,998*
<b>Graham, Ceelea</b>	T Language Arts MM – 1.0 FTE	9/1/17 6/30/18	\$49,409*
<b>Loupis, Michael</b>	SAC <i>CHS – 1.0 FTE</i>	9/1/17 6/30/18	\$55,610*
<b>McArdle, Shauna</b>	T Language Arts SOM – 1.0 FTE	9/1/17 6/30/18	\$55,610*
<b>McDonald, Diona</b>	T Science MM – 1.0 FTE	9/1/17 6/30/18	\$64,962*
<b>Mui, Sophia</b>	<i>School Psychologist DIST – 1.0 FTE</i>	9/1/17 6/30/18	\$63,992*
<b>Ogando, Caroline</b>	T Dance MM – 1.0 FTE	9/1/17 6/30/18	\$49,409*
<b>Panzone, Jeanine</b>	Clerk DIST – 1.0 FTE	7/1/17 6/30/17	\$8.59 (per hour)
<b>Parks, Melissa</b>	<i>T WL/ESL MM – 1.0 FTE</i>	9/1/17 6/30/18	\$59,984*

<b>Reisenauer, Dr. Lauren</b>	Executive Director of Special Services & Youth Development DIST – 1.0 FTE	7/1/17 6/30/18	\$153,000
<b>Shook, Gretchen</b>	School Nurse DIST - .5 FTE	9/1/17 6/30/18	\$30,886*
<b>Soloway, Sabina</b>	T Kindergarten SMA – 1.0 FTE	9/1/17 6/30/18	\$56,903*
<b>Spina, Kathleen</b>	T SPED CHS – 1.0 FTE	9/1/17 6/30/18	\$83,981*
<b>Stewart, Hector</b>	T 3 JEFF – 1.0 FTE	9/1/17 6/30/18	\$49,409*
<b>Sumner, Jacob</b>	T Social Studies SOM – 1.0 FTE	9/1/17 6/30/18	\$61,773*
<b>Vorona, Heather</b>	T SPED MM – 1.0 FTE	9/1/17 6/30/18	\$55,610*
<b>Wickens, Mary</b>	LDTC MM – 1.0 FTE	9/1/17 6/30/18	\$86,563*
<b>Yang, Phillip</b>	T Social Studies MM – 1.0 FTE	9/1/17 6/30/18	\$58,295*

**Background**

Ms. Agata is replacing *Mary Dugan*, who resigned.  
 Ms. Boni is replacing *Richard Moss*, who retired.  
 Ms. Chayt is replacing *Sara Griffiths*, who was transferred. This appointment is pending receipt of NJ certification.  
 Ms. Darius is replacing *Karon Newman*, who retired.  
 Ms. Davis is replacing *Rachel Henderson*, who resigned.  
 Mr. Erazo is filling a new position.  
 Ms. Fitzpatrick is replacing *Lisa Conrad*.  
 Ms. Galluzzi-Holmes is replacing *Lisa Pyne*, who was transferred.  
 Ms. Graham is replacing *Lauralee Lubrano*, who resigned.  
 Mr. Loupis is replacing *Phillip Lester*, who retired.  
 Ms. McArdle is replacing *Danielle Levine*, who resigned.  
 Ms. McDonald is filling a new position.  
 Ms. Mui is replacing *Danielle Washington*.  
 Ms. Ogando is filling a new position. This appointment is pending receipt of her NJ Teacher of Dance certificate.  
 Ms. Panzone is being reappointed.  
 Ms. Parks is replacing *Mary Kay Simpson*, who was transferred.  
 Dr. Reisenauer is replacing *Ella Rideau*, who retired.  
 Ms. Shook is filling a new position.  
 Ms. Soloway is replacing *Allison Kagan*, who resigned.  
 Ms. Spina is filling a new position.  
 Mr. Stewart is filling a new position.  
 Mr. Sumner is filling a new position.  
 Ms. Vorona is replacing *Danielle Prybylek*, who resigned.  
 Ms. Wickens is replacing *Mary Harrington*, who resigned.  
 Mr. Yang is filling a new position.

**3570 E. APPOINTMENT OF LEAVE REPLACEMENT STAFF 2017-18 SCHOOL YEAR**

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
<b>Colatruglio, Angela</b>	T SPED SM – 1.0 FTE	9/1/17 12/31/17	\$58,152*
<b>Samson, Jessica</b>	1 <sup>st</sup> Grade TUS – 1.0 FTE	9/1/17 6/30/18	\$49,409*

**Background**

Ms. Colatruglio will be filling in for *Meredith Roig*, while she's out on FMLA and childcare leave.  
 Ms. Samson will be filling in for *Maura Sackett*, while she's out on personal leave.

**3570 F. TRANSFERS/REASSIGNMENTS**

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE DATE
<b>Griffiths, Sara</b>	T Language Arts SOM – 1.0 FTE	T English CHS – 1.0 FTE	9/1/17 6/30/18
<b>Rivera, Stephanie</b>	<i>T Social Studies</i> <i>SOM – 1.0 FTE</i>	<i>T Social Studies</i> <i>CHS – 1.0 FTE</i>	9/1/17 6/30/18
<b>Simpson, Mary K.</b>	T WL/ESL MM – 1.0 FTE	T WL/ESL CHS – 1.0 FTE	9/1/17 6/30/18

**Background**

Ms. Griffiths is filling a new position at CHS.  
 Ms. Rivera is replacing *Wole Ogunkoya*, who resigned.  
 Ms. Simpson is replacing *Christine Witter*, who retired.

**3570 G. LEAVES OF ABSENCE**

NAME	ASSIGNMENT	EFFECTIVE DATE
<b>Garcia-Pedrosa, Allison</b>	T Multiage SB 1.0	4/3/17-6/2/17 (Paid Maternity Leave) 6/5/17-6/30/17 (Unpaid Childcare Leave)
<b>Jacobsen, Rebecca</b>	<i>T Music</i> <i>CLIN</i> <i>1.0 FTE</i>	5/11/17-6/30/17 (Paid Maternity Leave) 9/1/17-11/23/17 (Unpaid FMLA) 11/24/17-4/13/18 (Unpaid Childcare Leave)
<b>Keegan, Laura</b>	T Social Studies SOM – 1.0 FTE	4/18/17-6/30/17 (Paid Maternity Leave)
<b>Kruglinksi, Lauren</b>	T Art SB 1.0 FTE	6/5/17-6/30/17 (Unpaid FMLA) 9/1/17-9/29/17 (Unpaid FMLA)
<b>Rotondo, Stephanie</b>	T 1 MAR 1.0 FTE	3/23/17-6/8/17 (Paid Maternity Leave) 6/9/17-6/19/17 (Paid Medical Leave) 6/20/17-6/30/17 (Unpaid FMLA) 9/1/17-11/10/17 (Unpaid FMLA)

**3570 H. SALARY ADJUSTMENTS**

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
<b>Edmonds, Kimberly</b>	<i>Clerical Aide MAR – 1.0 FTE</i>	6/7/17 (6.5 hours)	\$10.30 (per hour)	\$66.95
<b>Goodman, Treena</b>	<i>Clerical Aide SM – 1.0 FTE</i>	6/6/17 (7.5 hours)	\$9.17 (per hour)	\$68.77
<b>Leider, Julia</b>	T SPED CHS – 1.0 FTE	5/18/17 6/30/17	-\$14,619.60	\$73,098
<b>Robinson, Kathleen</b>	Clerical Aide CLIN – 1.0 FTE	5/22/17 (4 hours)	\$9.17 (per hour)	\$36.68
<b>Tyson, Angela</b>	School Bus Aide DIST - .8 FTE	5/1-31/17 (84 hours)	\$8.34 (per hour)	\$700.56

**Background**

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

Ms. Leider’s salary is being adjusted from teaching a sixth class while she is out on worker’s compensation.

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

**3570 I. STIPENDS**

NAME	ASSIGNMENT	EFFECTIVE DATE	SALARY
<b>Borkowski, Matthew</b>	JV Tennis CHS – 1.0 FTE	3/1/17 6/30/17	\$3,811
<b>Bustrin, Janet</b>	National Board Certification DIST – 1.0 FTE	9/1/16 6/30/17	\$1,500
<b>Cahill, Alison</b>	National Board Certification DIST – 1.0 FTE	9/1/16 6/30/17	\$1,500
<b>Feldman, David</b>	National Board Certification DIST – 1.0 FTE	9/1/16 6/30/17	\$1,289
<b>Forero, Angela</b>	National Board Certification DIST – 1.0 FTE	9/1/16 6/30/17	\$1,500
<b>Frascella, Beth</b>	National Board Certification DIST – 1.0 FTE	9/1/16 6/30/17	\$1,500
<b>Froelich, Susan</b>	National Board Certification DIST – 1.0 FTE	9/1/16 6/30/17	\$1,289
<b>Karis, Katerina</b>	National Board Certification DIST – 1.0 FTE	9/1/16 6/30/17	\$1,500
<b>Kelly, Lynn</b>	National Board Certification DIST – 1.0 FTE	9/1/16 6/30/17	\$1,289
<b>Leider, Julia</b>	National Board Certification DIST – 1.0 FTE	9/1/16 6/30/17	\$1,500
<b>Simpson, Mary K.</b>	National Board Certification DIST – 1.0 FTE	9/1/16 6/30/17	\$1,289

**3570 J. APPOINTMENT OF YEARLONG MENTORS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>MENTOR TO</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>Boryeskne, Kim</b>	T 3 TUS – 1.0 FTE	<i>Colleen Mason</i> (30 weeks of mentoring)	9/1/16 6/30/17	\$550
<b>Fleming, Yolande</b>	T 5 CLIN – 1.0 FTE	<i>Ariel Kaplan</i> (15 weeks of mentoring)	9/1/16 6/30/17	\$275
<b>Fox, Mara</b>	LDTC SM – 1.0 FTE	<i>Carissa Leone</i> (7 weeks of mentoring)	9/1/16 6/30/17	\$128
<b>Miller, Colleen</b>	T SPED MM – 1.0 FTE	<i>Heather Vorona</i> (30 weeks of mentoring)	9/1/16 6/30/17	\$550

**3570 K. 2017-18 STIPENDS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>Barr, Tanya</b>	Bus Duty MAR - .43 FTE	9/1/17 6/30/18	\$1,451.14
<b>Bolstad, Erin</b>	Elementary Subject Leader: ELA MAR – 1.0 FTE	9/1/17 6/30/18	\$3,335
<b>Buzar, Marissa</b>	Varsity, Field Hockey Coach CHS – 1.0 FTE	9/1/17 11/30/17	\$6,566
<b>Costello, Katherine</b>	<i>Elementary Subject Leader: Math</i> CLIN – 1.0 FTE	9/1/17 6/30/18	\$3,335
<b>Fearon, Katherine</b>	Bus Duty CLIN – 1.0 FTE	9/1/17 6/30/18	\$3,386
<b>Felder, Jamie</b>	Team Leader, Gr. 7 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Gelin, Antoinette</b>	Bus Duty CLIN – 1.0 FTE	9/1/17 6/30/18	\$3,386
<b>Hellthaler, Megan</b>	<i>Elementary Subject Leader: ELA</i> CLIN – 1.0 FTE	9/1/17 6/30/18	\$3,335
<b>Herstatt, Anna</b>	Team Leader, Gr. 8 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Intile, April</b>	Bus Duty MAR - .43 FTE	9/1/17 6/30/18	\$1,451.14
<b>Kaplan, Deborah</b>	Bus Duty MAR - .43 FTE	9/1/17 6/30/18	\$1,451.14
<b>Lachmund, Jordyn</b>	Safety Patrol CLIN – 1.0 FTE	9/1/17 6/30/18	\$3,386
<b>Lehman, James</b>	Safety Patrol CLIN – 1.0 FTE	9/1/17 6/30/18	\$3,386
<b>O'Dell, Ryan</b>	Team Leader, Gr. 7 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>O'Sullivan, Maureen</b>	Team Leader, Gr. 6 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Mantes, Raymund</b>	Team Leader, Gr.6 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Martin, Shira</b>	Bus Duty MAR - .43 FTE	9/1/17 6/30/18	\$1,451.14

<b>Martinez, Josue</b>	Bus Duty MAR - .43 FTE	9/1/17 6/30/18	\$1,451.14
<b>Palmgren, Richard</b>	Team Leader, Gr. 8 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Scates, Jennifer</b>	Bus Duty MAR - .43 FTE	9/1/17 6/30/18	\$1,451.14
<b>Schlatmann, Alyssa</b>	Team Leader, Gr. 7 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Serpico, Maria</b>	Team Leader, Gr. 8 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Varney, Ryann</b>	Team Leader, Gr. 6 MM – 1.0 FTE	9/1/17 6/30/18	\$5,944
<b>Wojcio, Michael</b>	Bus Duty MAR - .43 FTE	9/1/17 6/30/18	\$1,451.14

**3570 L. SUMMER SCHOOL PAID USING TITLE I FUNDS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>SALARY</b>
<b>Bathmann, Nancy</b>	Elementary Teacher Summer STARS Program – SB	7/5/17 7/27/17	\$50/hour
<b>Costello, Katherine</b>	Program Leader Rising Stars – CLIN	7/5/17 7/27/17	\$1,600
<b>Cudmore, Jennifer</b>	Elementary Teacher Camp Invention – CLIN	6/26/17 6/30/17	\$50/hour
<b>Davenport, Maureen</b>	Elementary Teacher Summer RISING STARS - SB	7/5/17 7/27/17	\$50/hour
<b>Dreschel, Michael</b>	Elementary Teacher Rising Stars – CLIN	7/5/17 7/27/17	\$50/hour
<b>Friedrich, Donna</b>	Elementary Intervention Teacher Summer STARS Program – SB	7/5/17 7/27/17	\$50/hour
<b>Froelich, Susan</b>	Elementary Teacher Camp Invention – CLIN	6/26/17 6/30/17	\$50/hour
<b>Gergel, Jillian</b>	Program Leader Summer STARS Program – SB	7/5/17 7/27/17	\$4,000
<b>Goldsworthy, Kristin</b>	Elementary Intervention Teacher Summer STARS Program – SB	7/5/17 7/27/17	\$50/hour
<b>Hellthaler, Megan</b>	Elementary Teacher Rising Stars – CLIN	7/5/17 7/27/17	\$50/hour
<b>Imperato, Samantha</b>	Elementary Teacher Summer RISING STARS – SB	7/5/17 7/27/17	\$50/hour
<b>Lachmund, Jordyn</b>	Elementary Teacher Camp Invention – CLIN	6/26/17 6/30/17	\$50/hour
<b>LaForest, Vanessa</b>	Elementary Teacher Summer STARS Program – SB	7/5/17 7/27/17	\$50/hour
<b>Levin, Shea</b>	Elementary Teacher Camp Invention – CLIN	6/26/17 6/30/17	\$50/hour

<b>Mehl, Elizabeth</b>	<i>Program Leader Rising Stars – CLIN</i>	<i>7/5/17 7/27/17</i>	<i>\$1,600</i>
<b>Pei, Kristin</b>	Elementary Teacher Summer RISING STARS – SB	7/5/17 7/27/17	\$50/hour
<b>Sackett-Gable, Shayna</b>	Elementary Teacher Summer RISING STARS – SB	7/5/17 7/27/17	\$50/hour
<b>Scalfaro, Kelsey</b>	<i>Elementary Teacher Camp Invention – CLIN</i>	<i>6/26/17 6/30/17</i>	<i>\$50/hour</i>
<b>Wasserman, Jan</b>	<i>Elementary Teacher Rising Stars – CLIN</i>	<i>7/5/17 7/27/17</i>	<i>\$50/hour</i>
<b>West, Carol</b>	Elementary Teacher Summer STARS Program – SB	7/5/17 7/27/17	\$50/hour
<b>Wilken, Alexa</b>	Reading Specialist Summer RISING STARS – SB	7/5/17 7/27/17	\$50/hour

**3570 M. SUMMER SCHOOL FUNDED BY TITLE III FUNDS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>SALARY</b>
<b>Fearon, Katherine</b>	ESL Teacher Title 111 ELL Summer Program	7/5/17 7/27/17	\$50/hour
<b>Fredas, Elizabeth</b>	ESL Teacher Title 111 ELL Summer Program	7/5/17 7/27/17	\$50/hour
<b>Gelin, Antoinette</b>	ESL Teacher Title 111 ELL Summer Program	7/5/17 7/27/17	\$50/hour
<b>Simpson, Mary K.</b>	ESL Teacher Title 111 ELL Summer Program	7/5/17 7/27/17	\$50/hour

**3570 N. APPROVE JOB DESCRIPTION** (see attached)

NEW – S4/12, Secretary to Director of Planning & Assessment and Supervisor of Physical Education/Health & Nursing, K-12

**3570 O. SUMMER SCHOOL** (see attached list)



**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

<b>POSITION TITLE</b>	S4/12, Secretary to Director of Planning & Assessment and Supervisor of Physical Education/Health & Nursing, K-12
<b>MINIMUM QUALIFICATIONS</b>	Proficient in Windows, Excel and Word, Systems 3000 and PowerSchool. Knowledge of budget and purchase order procedures. Excellent organizational and interpersonal skills along with tact, diplomacy, initiative, discretion, phone skills and the ability to multitask. Willing and able to learn new skills. Required criminal history background check Proof of U.S. citizenship or legal resident alien status
<b>REPORTS TO</b>	Director of Planning & Assessment and Supervisor of Physical Education/Health & Nursing, K-12
<b>JOB GOAL(S)</b>	To assist the district directors and supervisors in a wide variety of activities and responsibilities
<b>JOB RESPONSIBILITY AND AUTHORITY</b>	Prioritize workload and ensure that projects are completed efficiently and in a timely fashion.

**PRIMARY RESPONSIBILITIES**

<b>1.</b>	Maintain the purchase order process for the Director of Planning & Assessment, the Supervisor of Physical Education/Health and Nursing, K-12 and the department.
<b>2.</b>	Oversee the distribution, inventory, and security of all district and state assessment materials.
<b>3.</b>	Order testing supplies needed at the school level, i.e. graph paper, plain paper, batteries and pencils.
<b>4.</b>	Testing reports – send test results home to parents/guardians, send reports to administrators, supervisors, directors, assistant principals and principals.
<b>5.</b>	K-5 Interim Progress Report – order from printer and send to schools
<b>6.</b>	NJ State Report Card Narratives – collect information from superintendent and all principals, upload final report to the state
<b>7.</b>	Sign in FedEx and UPS packages and contact the recipient for pickup
<b>8.</b>	Maintain copy machine in hallway to include calling for service and reporting monthly with usage.
<b>9.</b>	Provide support for District Registrar as needed.
<b>10.</b>	Schedule audiometer rentals and calibration

*Job Description*

*Title: S4/12 Secretary, Director of Planning & Assessment and Supervisor of PE/Health & Nursing, K-12*

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<b>11.</b>	Maintain AED machine records, batteries, etc. yearly as per Janet's law
<b>12.</b>	Schedule annual CPR trainings and keep records of certifications/expiration dates
<b>13.</b>	Keep record of Glucagon and EpiPen prescriptions and order when need to be replaced or expires
<b>14.</b>	Keep spreadsheet of purchase order numbers and category of SEMI Report for the business office
<b>15.</b>	Collect information from school nurses of Annual Immunization and Tuberculin Reports and send copies to the local health departments
<b>16.</b>	Send 5 <sup>th</sup> Grade Immunization letter packets out twice a year.
<b>17.</b>	Send Health Education Letter to Grades 6-8 home with students in the welcome packet in August.
<b>18.</b>	Make sure you have Health History and Appraisal Forms (A45) on stock for incoming new students.
<b>19.</b>	Keep a spreadsheet and updated copy of each nurse's license.
<b>20.</b>	Schedule a yearly pickup of medical waste in June.
<b>21.</b>	Keep a list of student's daily meds and times of administration by school
<b>22.</b>	Have school doctor sign the standing orders list over the summer and send a copy to each school nurse.
<b>23.</b>	Maintain Nursing Policy and Procedure binder & District Policy binder
<b>24.</b>	Maintain Nurses' drive
<b>25.</b>	Maintain an accurate nursing substitute list obtained from human resources

**WORKING RELATIONSHIPS OF THE POSITION**

Communicate with the Director of Planning & Assessment and the Supervisor of Physical Education/Health & Nursing, K-12 for smooth operation of the office.

**TERMS OF EMPLOYMENT**

12 Months; Salary as per SOMEA Agreement

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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:**

2017 SUMMER SCHOOL EMPLOYMENT LIST - PAID @ \$50/HOUR 6/26/17-8/31/17

<b>LAST</b>	<b>FIRST</b>
Banas	Nicole
Banner	Abiodun
Bekkedahl	Alison
Berry	Rashida
Betcher	Susan
Buzar	Marissa
Carter	Donyale
Colatruglio	Angela
Conyeres	Vernell
DePaolo	Francine
DiPietro	Juliann
Fagioli	Katherine
Fein	Suzanne
Fleming	Yolande
Fox	Mara
Fradkin	Stephen
Franza	Dana
Freeman	Kera
Freitas	Alexandra
Gentile	Amanda
Giladi	Beth
Gilker	Jacqueline
Gilligan	Holly
Gordon	Dawn
Grasso	Linda
Gray	Monica
Greenberg	Beatrice
Grossfeld	Randi
Hannon	Betsy
Harrigan	Joann
Henry	Amy
Hersh	Lori
Hollis	Nathan
Hunt	Tivoli
Johnson	Beth
Karis	Katerina
Kay	Renee
Keegan	William
Kleitch	Lisa
Knasel	Jessica
Korte	Stirling
Krantz-Savoia	Elizabeth

2017 SUMMER SCHOOL EMPLOYMENT LIST - PAID @ \$50/HOUR 6/26/17-8/31/17

<b>LAST</b>	<b>FIRST</b>
Kuperman	Jennifer
Kwarta	Tracy
Leone	Carissa
Lereah	Jennifer
MacPherson	Stephen
Manikad	Marites
Mantes	Raymund
Marfo	Mikita
Marra	Amanda
Mauterer	Lauren
McArdle	Shauna
McGlotten	Lynn
McMahon	Bridget
McNamara	Tracy
Michels	Ray
Miller	Colleen
Nicosia	Nicole
Nwigwe	Udoka
Ospina-Smith	Beatrice
O'Sullivan	Maureen
Petchers	Penny
Pitucco	Amy
Pociask	John
Rakovsky	Ilana
Rhodes	Michelle
Richardson	Meg
Rivera	Angel
Rivera	Stephanie
Roig	Meredith
Rollin	Jennifer
Ross	Robin
Rowe	Amy
Schiavo	Lynn
Schlatmann	Alyssa
Schwartz	Lynn
Serpico	Maria
Shoats	Santa Maria
Siegel	Jessica
Silva	Debra
Simon	Amy
Sinnicke	Catherine
Skrivanic	Julie

2017 SUMMER SCHOOL EMPLOYMENT LIST - PAID @ \$50/HOUR 6/26/17-8/31/17

<b>LAST</b>	<b>FIRST</b>
Speth	Gregory
Steiner	Alison
Stewart	Sarah
Stewart-Sullivan	Noelle
Stornetta	Scott
Stradford	Lynn
Sudol-Sciacca	Lorraine
Tait	Richard
Uche	Eleanya
Varney	Ryann
West	Carol
Williams	Janine
Williams	Rhoshonda
Williams	Whitney
Winter	Benjamin
Wojcio	Michael
Wrembel	Stefanie
Yar	Melissa
Yesowitz	Risa
Zarabi	Michael
Ziegler	Jessica