

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, January 22, 2018

Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3661

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

3661 A. MEMORIAL

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

Barbara A. Barbaro retired LDTC passed away on January 10, 2018.

The Superintendent is asked to convey our condolences to the family and friends of Barbara Barbaro.

3661 B. RETIREMENT

NAME	ASSIGNMENT	EFFECTIVE DATE
Johnson, Benjamin	Asst. Supervisor of Buildings & Grounds DIST – 1.0 FTE	7/1/18

Background

Mr. Johnson faithfully served in the public schools of South Orange and Maplewood for 27 years. In appreciation for his contributions to the education welfare of this community, he will be given recognition at one of the June 2018 meetings.

3661 C. APPOINTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ANNUAL SALARY
Jordon, Zakiyya	<i>School Social Worker (Non-CST)</i> DIST – 1.0 FTE	2/26/18 6/30/18	\$65,451*

Background

Ms. Jordon is replacing *David Connerty*, who is retiring.

3661 D. APPOINTMENT OF LEAVE REPLACEMENT STAFF

NAME	ASSIGNMENT	EFFECTIVE DATE	ANNUAL SALARY
Car, Luisa	<i>T Math</i> MM – 1.0 FTE	3/1/18 6/30/18	\$49,409*

Background

Ms. Car will be filling in for *Elizabeth Schwartz*, while she is out on maternity leave and FMLA. This appointment is pending receipt of her NJ Certificate.

3661 E. SUSPENSIONS

NAME	EFFECTIVE DATE
Employee #1458	1/2/18 – 1/3/18 (w/pay)
Employee #1458	1/17/18 (w/pay)

Employee #1850	1/9/18 (w/pay)
Employee #3459	1/16/18 (w/pay)

3661 F. CHANGE IN END DATE

NAME	ASSIGNMENT	OLD END DATE	NEW END DATE
Yim, Peter	LR T Physics CHS – 1.0 FTE	10/18/17 1/31/18	10/18/17 6/30/18

3661 G. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Dennis, Chandler	T Physics CHS – 1.0 FTE	2/1/18-6/30/18 (Paid Medical Leave)
Fanning, Richard	<i>School Bus Driver</i> <i>DIST - .8 FTE</i>	<i>1/16/18-1/23/18</i> <i>(Paid Medical Leave)</i>
Grierson, Susan	Assistant Superintendent DIST – 1.0 FTE	2/1/18-4/30/18 (Paid Medical Leave)
Griffin, Nicole	T SPED/INC SM – 1.0 FTE	2/14/18-6/30/18 (Paid Medical Leave)
Lawrence, Stacey	T English CHS – 1.0 FTE	1/1/18-3/30/18 (Paid Medical Leave)
Leslie, Joyce	T Math CHS – 1.0 FTE	2/20/18-3/5/18 (Unpaid FMLA)
Prisco, Kristen	T KDG SMA – 1.0 FTE	1/17/18-2/12/18 (Paid Medical Leave)

3661 H. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Araujo, Vivana	School Bus Aide DIST - .5 FTE	12/1-22/17 (56 hours)	\$6.85 (per hour)	\$383.60
Cohen, Scott	T Business CHS – 1.2 FTE	1/29/18 6/30/18	+\$18,039 (pro-rated)	\$108,234
Dalton, Jennifer	T English CHS – 1.2 FTE	11/21/17 3/31/18	+\$18,862 (pro-rated)	\$115,174
Duffey, Dallas	T Math MM – 1.0 FTE	9/1/17 6/30/18	+\$5,944	\$77,393
Durant, Oliver	School Bus Driver DIST - .5 FTE	12/1-22/17 (60 hours)	\$12.91 (per hour)	\$774.60
Goodman, Trenea	Clerical Aide SM 1.0 FTE	12/11/17 1/2/18 (25 hours)	\$9.17 (per hour)	\$229.25
Grasso, Linda	T SPED CHS - 1.2 SPED	10/3/17 1/11/18	+\$15,775.80 (pro-rated)	\$94,654.80
Grossfeld, Randi	<i>T SPED</i> <i>CHS - 1.2 FTE</i>	<i>9/27/17</i> <i>1/8/18</i>	<i>+\$12,685</i> <i>(pro-rated)</i>	<i>\$76,111</i>

Johnson, Beth	T English CHS – 1.2 FTE	11/21/17 3/31/18	+\$15,775.80 (pro-rated)	\$96,655
Karl, Gwen	T SPED CHS - 1.2 FTE	9/20/17 1/11/18	+\$17,705 (pro-rated)	\$106,230
Koflowitch, Hellana	T SPED CHS - 1.2 FTE	9/27/17 1/11/18	+\$11,996.80 (pro-rated)	\$71,981
Lombardo, Joseph	T English CHS – 1.2 FTE	11/21/17 3/31/18	+\$18,862 (pro-rated)	\$115,174
Maebert, Stacey	S3/10, Secretary SM – 1.0 FTE	1/3/18 (6.5 hours)	\$2.44 (per hour)	\$15.86
Majeed, Malikah	Principal TUS 1.0 FTE	11/22/17 12/22/17 (20 days)	\$150 (per day)	\$3,000
McNamara, Tracy	T English CHS – 1.2 FTE	11/21/17 3/31/18	+\$12,167.80 (pro-rated)	\$73,007
Robinson, Kathleen	Clerical Aide CLIN – 1.0 FTE	12/19/17 (7.5 hours)	\$9.17 (per hour)	\$68.77
Ryan, Suzanne	T SPED CHS - 1.2 SPED	9/27/17 1/31/18	+\$18,862.40 (pro-rated)	\$115,174
Schiavo, Lynn	T SPED CHS - 1.2 FTE	9/27/17 1/11/18	+\$15,252.60 (pro-rated)	\$91,516
Weiland, Elaine	T Math CHS – 1.2 FTE	1/29/18 5/11/18	\$14,619.60 (pro-rated)	\$87,718
Whitaker, T.J.	T English CHS – 1.2 FTE	11/21/17 3/31/18	\$18,862 (pro-rated)	\$113,174
Tyson, Angela	School Bus Aide DIST – 1.0 FTE	12/1-22/17 (36 hours)	\$8.34 (per hour)	\$300.24

Background

Ms. Araujo and Ms. Tyson are each being compensated for the hours they filled in as school bus drivers.

Mr. Cohen and Ms. Weiland are each teaching a sixth class for semester two.

Ms. Dalton, Mr. Lombardo, Ms. Johnson, Ms. McNamara, and Mr. Whitaker are each being compensated for teaching a sixth class while *Stacey Lawrence* is out on medical leave and FMLA.

Ms. Duffey is receiving a salary adjustment as a result of a grievance.

Mr. Durant is being compensated for the hours he filled in supporting the office of transportation while *Janice Ortiz*, is out.

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

Ms. Grasso, Ms. Grossfeld, Ms. Karl, Ms. Koflowitch, Ms. Ryan, and Ms. Schiavo are each being compensated for teaching a sixth classes due to the absence of *Julia Leider* and until vacancies were filled.

Ms. Majeed is being compensated, as per the ASCA Agreement, for providing coverage while being without an assistant principal.

3661 I. 2016-2017 SALARY ADJUSTMENT

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Ryan, Suzanne	T SPED/INC CHS – 1.2 FTE	4/26/17 6/30/17	+\$18,862	\$96,812

3661 J. STIPENDS

NAME	ASSIGNMENT	EFFECTIVE DATE	ANNUAL SALARY
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Barber, Kristin	Freshman Class Advisor CHS – 1.0 FTE	1/3/18 6/30/18	\$3,323 (pro-rated)
Brown, Brenda	Freshman Class Advisor CHS – 1.0 FTE	9/1/17 1/2/18	\$3,323 (pro-rated)
Crouch, David	Asst. Coach, Baseball CHS – 1.0 FTE	3/1/18 6/30/18	\$4,594
Nichols, Max	Freshman/Asst. Coach, Baseball CHS – 1.0 FTE	3/1/18 6/30/18	\$3,710
White, Dillon	JV/Asst. Coach, Baseball CHS – 1.0 FTE	3/1/18 6/30/18	\$4,594
Buzar, Marissa	Freshman/Asst. Coach, Girls Lacrosse CHS – 1.0 FTE	3/1/18 6/30/18	\$3,811
Frankowski, Rebecca	JV/Asst. Coach, Girls Lacrosse CHS – 1.0 FTE	3/1/18 6/30/18	\$4,676
Keegan, William	Varsity Coach, Boys Outdoor Track CHS – 1.0 FTE	3/1/18 6/30/18	\$6,566
Mobley, Gary	JV/Asst. Coach, Boys Outdoor Track CHS – 1.0 FTE	3/1/18 6/30/18	\$4,676
Degnan, Evyn	JV/Asst. Coach, Boys Tennis CHS – 1.0 FTE	3/1/18 6/30/18	\$3,710

3661 K. APPROVE NEW POSITION

Stipend Position – Freshman Baseball Coach (budgeted and due to enrollment)

3661 L. APPROVE JOB DESCRIPTIONS (see attached)

NEW: Stipend: District TEAM LEADER of Library Media Specialist
 Stipend: Model UN Club Advisor

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

STIPEND: District TEAM LEADER of Library Media Specialists

MINIMUM QUALIFICATIONS

- NJ Educational Media Specialist required
- Standard Instructional Certificate

REPORTS TO

Assistant Superintendent for Curriculum and Instruction

JOB RESPONSIBILITY

The primary responsibilities of the position are to provide guidance and support for district Library Media Specialists in the development, implementation, and assessment of the District's library, audio-visual, Internet and television/broadcast programs. In this role, the District Team Leader will assist staff in the continuing effort to improve instructional opportunities and outcomes for students. The position of team leader is a non-administrative stipend position, which is to be filled by a teaching staff member.

PRIMARY RESPONSIBILITIES

1. Provide leadership for the LMS Team by coordinating the activities of the LMS Team and serving as a liaison between the team members, non-team members, the school administration, and the Assistant Superintendent of Curriculum & Instruction.
2. Collaborate with LMS Team members in the development of an interdisciplinary approach to the curriculum delivery.
3. Arrange regular and special LMS Team meetings and chair the meetings.
4. Coordinate communication among all stakeholders, including the LMS team, other school personnel, students, parents, and the Assistant Superintendent of Curriculum & Instruction.
5. Meet regularly with the LMS Team, building and/or departmental administrators, and the Assistant Superintendent of Curriculum & Instruction to coordinate the LMS Team's activities.
6. Coordinate professional development for the LMS Team in conjunction Assistant Superintendent for Curriculum and Instruction.
7. Perform all other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.

TERMS OF EMPLOYMENT

10 Months Stipend Position
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: January 22, 2018

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

Model UN Club Advisor
(Co-curricular, non-tenurable position)

**MINIMUM
QUALIFICATIONS**

NJ Teaching certification
(Social Studies preferred)

REPORTS TO

Director of Student Activities

JOB GOAL(S)

Support student growth in the areas of researching, public speaking, debating, writing, critical thinking, teamwork, and leadership through active participation in Model UN conferences.

PRIMARY RESPONSIBILITIES

1. Ensure compliance with BOE policies and regulations, including but not limited to, 2430 Equal Access to Student Organizations; 2432-School Sponsored Publications; 5820-Student Government; 5830-Pupil Fundraising; 5850-Social Events and Class Trips; 5880-Public Performances by Pupils, and related policies in 9000-Community series.
2. Provide for the efficient management of the organizational and operational needs of the club, including, but not limited to, scheduling of meeting, payment of dues and/or related fees, attendance at appropriate/approved conferences, meetings, etc.
3. Maintain an accurate roster of student members and take attendance at each meeting.
4. Maintain a 'club-generated' expense account at Columbia High School, regularly document the financial transactions of the club and organize on an annual basis.
5. Schedule, supervise, and attend regular meetings and ensure that meeting minutes are duly recorded.
6. Provide resources for students in support of the club's goals that include but are not limited to:
 - attending conferences (single day or multi-day).
 - fostering the following skills through participation in Model UN conferences:
 - researching,
 - public speaking,
 - debating,
 - writing, critical thinking, teamwork, and leadership
7. Assist in the organization of activities.
8. Serve as liaison between the club and CHS administration.

Job Description

Title: STIPEND: Model UN Club Advisor

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- 9.** Assist club in record keeping.
- 10.** Assist club in communicating with school community.
- 11.** Attend club activities after school hours as Lead chaperone.
- 12.** Prepare for, supervise and oversee club participation in CHS School-in-Action Night.
- 13.** Arrange technical assistance for club activities.
- 14.** Provide expert advice on club issues and activities.
- 15.** Facilitate membership recruitment activities.
- 16.** Execute other duties as assigned/direct by administrator or supervisor as appropriate.

TERMS OF EMPLOYMENT

10 Month Stipend to be negotiated between SOMEA and the BOE

EVALUATION

Job Performance will be evaluated by the Director of Student Activities, in accordance with applicable Board policies and regulations for stipend positions.

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: January 22, 2018