

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, August 20, 2018

Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3761

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

3761 A. RESIGNATIONS

NAME	ASSIGNMENT	EFFECTIVE DATE
Freeman, Kera	T 5 JEFF – 1.0 FTE	7/27/18
Goldsworthy, Kristin	T SPED/INC SB – 1.0 FTE	7/18/18
Houde, Sarah	T Phys. Ed./Health MM – 1.0 FTE	8/6/18
Kim, Minna	T KDG MAR – 1.0 FTE	8/2/18
Leach, Joanna	T SPED/INC CLIN – 1.0 FTE	7/18/18
<i>Litkey, Amy</i>	<i>School Social Worker DIST – 1.0 FTE</i>	<i>7/1/18</i>
Lopes, Kashon	T Lang. Arts SOM – 1.0 FTE	7/25/18
<i>Pistner, Blake</i>	<i>T SPED/INC JEFF – 1.0 FTE</i>	<i>9/1/18</i>
<i>Riera, Nathaly</i>	<i>T Math MM – 1.0 FTE</i>	<i>10/17/18</i>
<i>Selikoff, Samantha</i>	<i>T STEM MM/SOM – 1.0 FTE</i>	<i>10/7/18</i>
<i>Swindoll, Brittany</i>	<i>T Art CHS – 1.0 FTE</i>	<i>7/8/18</i>
Wessells, Amber	T 5 SB – 1.0 FTE	8/1/18

Background

Ms. Freeman, Ms. Kim, and Ms. Riera are each resigning due to relocation.

Ms. Goldsworthy, Ms. Houde, Ms. Leach, Mr. Lopes, Ms. Selikoff and Ms. Wessells are each resigning to accept positions in other districts.

Ms. Litkey is resigning for personal reasons.

Ms. Pistner and Ms. Swindoll are being released early from their 60-day obligation.

3761 B. APPOINTMENTS

(This employment is conditional and subject to the disclosure requirement; pending compliance with NJ Public Law 2018, Chapter 5)

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Araujo, Viviana	School Bus Driver DIST - .5 FTE	9/3/18 6/30/19	\$28,045*
<i>Auriemma, Kristin</i>	<i>T SPED/INC CLIN – 1.0 FTE</i>	<i>9/3/18 6/30/19</i>	<i>\$55,610*</i>

Ayala, Raquel	T Math MM – 1.0 FTE	9/3/18 6/30/19	\$53,304*
Bailey-Yavonditte, Daniel	T Language Arts SOM – 1.0 FTE	9/3/18 6/30/19	\$59,331*
Bonheur, Pierreline	T SPED/SC CLIN – 1.0 FTE	10/21/18 6/30/18	\$65,451*
Carlsen-Gaffney, Kathleen	T 4 JEFF – 1.0 FTE	9/3/18 6/30/19	\$56,903*
DeMartino, Marissa	T SPED/INC DIST – 1.0 FTE	9/3/18 6/30/19	\$49,409*
Fakhoury, Sarah	T 5 SB – 1.0 FTE	9/3/18 6/30/19	\$49,409*
Falconieri, Claudia	T SPED/INC DIST – 1.0 FTE	9/3/18 6/30/19	\$56,903*
Gamage, Matthew	T 3 CLIN – 1.0 FTE	9/3/18 6/30/19	\$55,610*
Gibbons-Williams, Avis	T Spanish MM – 1.0 FTE	9/3/18 6/30/19	\$55,610*
Glander, Shannon	Principal SB – 1.0 FTE	8/21/18 6/30/19	\$105,603*
Hannis, William	Assistant Principal JEFF – 1.0 FTE	10/21/18 6/30/19	\$85,959*
Harris, Taylor	Academic Intervention Teacher MM - 1.0 FTE	9/3/18 6/30/19	\$58,295*
Hein, Jesse	T 4 SB – 1.0 FTE	9/3/18 6/30/19	\$49,409*
Henry, Valencia	School Social Worker DIST – 1.0 FTE	9/3/18 6/30/19	\$60,705*
Jurist, Susan	T SPED/INC SOM – 1.0 FTE	9/3/18 6/30/19	\$59,984*
Lash II, Dr. Malcolm	T SPED SOM – 1.0 FTE	9/3/18 6/30/19	\$65,904*
Lee, T. Bequia	School Social Worker CHS – 1.0 FTE	9/3/18 6/30/19	\$65,904*
McCarl, Danielle	T SPED/INC SB – 1.0 FTE	9/3/18 6/30/19	\$65,451*
Medranda, Alexis	T Spanish CHS - .8 FTE	9/3/18 6/30/19	\$39,527*
Miller, Sara	T Art MM – 1.0 FTE	9/3/18 6/30/19	\$55,610*
Mitola, Candace	T Physical Ed/Health SOM – 1.0 FTE	9/3/18 6/30/19	\$49,409*
Molka, John	T SPED/INC CHS – 1.0 FTE	9/3/18 6/30/19	\$56,903*
Navas, Vanessa	School Psychologist MM – 1.0 FTE	9/3/18 6/30/19	\$59,331*
Nwigwe, Abie	School Social Worker JEFF – 1.0 FTE	9/3/18 6/30/19	\$59,331*
Picillo, Nicholas	T PE/Health DIST - .86 FTE	9/3/18 6/30/19	\$42,491*
Pleasant, Shyrisa	S5/12, Secretary DIST 1.0 FTE	8/21/18 6/30/19	\$72,192*

Rodrigues, Raquel	T SPED/INC SB – 1.0 FTE	9/3/18 6/30/19	\$56,570*
Schwinder, Amy	Speech/Language Specialist DIST – 1.0 FTE	9/3/18 6/30/19	\$76,263*
Steiner, Leah	T KDG MAR – 1.0 FTE	9/3/18 6/30/19	\$59,984*
Thomas, Nicole	T Art CHS – 1.0 FTE	9/3/18 6/30/19	\$59,984*
Viggiano, Gina	T PE/Health MM – 1.0 FTE	9/3/18 6/30/19	\$49,409*
Whalen, Christina	Speech/Language Specialist DIST – 1.0 FTE	9/3/18 6/30/19	\$71,449*
Zambrano, Rebecca	T SPED/Preschool Inclusion MONT – 1.0 FTE	9/3/18 6/30/19	\$56,903*
Zeigler, Shane	Assistant Principal SM/SMA – 1.0 FTE	10/21/18 6/30/19	\$105,794*

Background

- Ms. Araujo** is replacing *Richard Fanning*, who retired.
- Ms. Auriemma** is replacing *Paula Ortiz*, who is being transferred.
- Ms. Ayala** is replacing *Michael Berezny*.
- Mr. Bailey-Yavonditte** is replacing *Kashon Lopes*, who is resigning.
- Ms. Bonheur** is replacing *Jenna Burniston*, who has been reassigned.
- Ms. Carlsen-Gaffney** is replacing *Kera Freeman*, who resigned.
- Ms. DeMartino** is replacing *Stephanie Lentine*, who resigned.
- Ms. Fakhoury** is replacing *Amber Wessells*, who resigned. This appointment is pending receipt of NJ Certification.
- Ms. Falconieri** is replacing *Blake Pistner*, who resigned.
- Mr. Gamage** is replacing *Joanna Leach*, who resigned.
- Ms. Gibbons-Williams** is replacing *Paul Roncaglio*, who resigned.
- Ms. Glander** is replacing *Damion Frye*.
- Mr. Hannis** is replacing *Laura Swyberius*, who has been transferred.
- Ms. Harris** is filling a new position.
- Mr. Hein** is replacing *Kelly Kiess*, who is being transferred.
- Ms. Henry** is replacing *Amy Litkey*, who resigned.
- Ms. Jurist** is replacing *Stirling Korte*, who resigned.
- Dr. Lash, II** is replacing *Katharine Vaccaro*.
- Ms. Lee** is replacing *Nathan Hollis*, who retired.
- Ms. McCarl** is replacing *Elana Ris*, who was reassigned.
- Mr. Medranda** is filling a new position. This appointment is pending NJ Certification.
- Ms. Miller** is replacing *Mary McCourt*, who retired.
- Ms. Mitola** is replacing *Jacqueline Gronek*, who was transferred.
- Mr. Molka** is replacing *Teresa Kohn*, who retired.
- Ms. Navas** is replacing *Udoka Nwigwe*, who resigned.
- Ms. Nwigwe** is replacing *Caitlin Cox*, who resigned. This appointment is pending receipt of NJ Certification.
- Mr. Picillo** is replacing *Kevin Hennelly*, who resigned.
- Ms. Pleasant** is filling a new position.
- Ms. Rodrigues** is replacing *Kristin Goldsworthy*, who resigned.
- Ms. Schwinder** is filling a new position. This appointment is pending NJ Certification.
- Ms. Steiner** is replacing *Skye Sardanopoli*, who resigned.
- Ms. Thomas** is replacing *Brittany Swindoll*, who resigned.
- Ms. Viggiano** is replacing *Sarah Houde*, who resigned.
- Ms. Whalen** is replacing a position that was being outsourced. This appointment is pending NJ Certification.

Ms. Zambrano is replacing *Julia DelGrande*, who was reassigned.

Ms. Zeigler is replacing *Marianne Hess*, who was resigned.

3761 C. APPOINTMENT OF LEAVE REPLACEMENT STAFF

(This employment is conditional and subject to the disclosure requirement; pending compliance with NJ Public Law 2018, Chapter 5)

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
<i>Cruz, Jessica</i>	<i>T SPED/INC JEFF – 1.0 FTE</i>	9/3/18 1/21/19	\$55,610*
Gallagher, Riley	Guidance Counselor CHS – 1.0 FTE	9/3/18 TBD	\$59,331*
<i>Gorham, Tiana</i>	<i>T SPED/SC SOM – 1.0 FTE</i>	9/3/18 11/2/18	\$51,820*
Lazen, Catherine	School Social Worker DIST – 1.0 FTE	9/3/18 6/30/19	\$59,331*
Martys, Marty	T Physical Education CLIN – 1.0 FTE	9/3/18 12/17/18	\$50,565*
Williams, Adrian	Guidance Counselor CHS – 1.0 FTE	9/12/18 1/22/19	\$55,610*

Background

Ms. Cruz will be filling in for *Katherine Fagioli*, while she's out on FMLA and childcare leave.

Ms. Gorham will be filling in for *Ashley Saraceno*, while she's out on childcare leave.

Ms. Lazen will be filling in for *Beth Giladi*, while she's out on medical leave.

Ms. Martys will be filling in for *Jordyn Lachmund*, while she's out on maternity leave and FMLA.

Mr. Williams will be filling in for *Jade Akinrolabu*, while she's out on maternity leave and FMLA.

3761 D. SUSPENSIONS

NAME	EFFECTIVE DATE
Employee #1180	7/19/18 - TBD (w/pay)
Employee #2670	7/24/18 - TBD (w/pay)
Employee #281	7/30/18 - TBD (w/pay)
Employee # 489	4/10/18-8/21/18
Employee #3983	4/10/18-8/21/18

3761 E. TERMINATION

NAME	ASSIGNMENT	EFFECTIVE DATE
Employee #4084	T Math MM – 1.0 FTE	11/1/18

3761 F. TRANSFERS/REASSIGNMENTS

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE DATE
Cicoello, Suzanne	T 2 TUS – 1.0 FTE	Academic Intervention Teacher TUS – 1.0 FTE	9/3/18 6/30/19

Del Grande, Julia	T Preschool/INC MONT – 1.0 FTE	T Preschool/SC MONT – 1.0 FTE	9/3/18 6/30/19
Gronek, Jacqueline	T PE/Health SOM – 1.0 FTE	T Physical Ed. SB – 1.0 FTE	9/3/18 6/30/19
Kiess, Kelly	T 5 SB – 1.0 FTE	T 2 MAR – 1.0 FTE	9/3/18 6/30/19
Ortiz, Paula	T SPED/INC CLIN – 1.0 FTE	Academic Intervention Teacher SB – 1.0 FTE	9/3/18 6/30/19
Rosenburgh, Elissa	T 5 TUS – 1.0 FTE	T 2 TUS – 1.0 FTE	9/3/18 6/30/19
Stoudemire, Eric	Social Worker (Non-CST) MM/TUS – 1.0 FTE	Social Worker (Non-CST) MM – 1.0 FTE	9/3/18 6/30/19
Swyberius, Laura	Assistant Principal JEFF – 1.0 FTE	Assistant Principal MAR – 1.0 FTE	7/1/18 6/30/19
Ziegler, Jessica	T Preschool/SC MONT – 1.0 FTE	T SPED/SC CLIN – 1.0 FTE	9/3/18 6/30/19

Background

Ms. Gronek is replacing *Ria Favia*, who resigned.
 Ms. Kiess is replacing *Minna Kim*, who resigned.
 Ms. Ortiz is filling a new Title 1 Funded position.
 Ms. Swyberius is replacing *Shannon Glander*, who was transferred.
 Ms. Ziegler is replacing *Ms. Frazier*, who was transferred.

3761 G. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Amato, Lauren	T 2 TUS 1.0 FTE	5/18/18-6/30/18 (Paid Maternity Leave) 9/3/18-10/19/18 (Unpaid FMLA) 10/22/18-1/1/19 (Unpaid Childcare Leave)
Fagioli, Katherine	T SPED/INC JEFF 1.0 FTE	9/3/18-9/6/18 (Unpaid FMLA) 9/7/18-1/21/19 (Unpaid Childcare Leave)
Lachmund, Jordyn	T Phys. Ed. CLIN 1.0 FTE	9/3/18-11/23/18 (Unpaid FMLA) 11/26/18-12/14/18 (Unpaid Childcare Leave)
Saraceno, Ashley	T SPED/SC SOM – 1.0 FTE	9/3/18-11/2/18 (Unpaid Childcare Leave)
Stoessel, Marissa	T SPED JEFF - 1.0 FTE	9/17/18-10/26/18 (Unpaid FMLA)

3761 H. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Chung, Tiffany	T Music DIST - .52 FTE	9/3/18 6/30/19	+\$7,639.44	\$33,104

Cirelli, Renata	T Italian CHS – 1.2 FTE	9/3/18 6/30/19	+\$11,996.80	\$71,981
Hewitt, Cheryline	<i>Assistant Principal</i> CHS 1.0 FTE	7/23/18 8/16/18 (6 days)	\$150 (per day)	\$900
Hutchinson, Kimberly	Principal JEFF 1.0 FTE	6/22/18 7/19/18 (11 days)	\$150 (per day)	\$1,650
Jacobs, Alyna	Principal SM/A 1.0 FTE	6/22/18 7/17/18 (11 days)	\$150 (per day)	\$1,650
Joyce, Renee	Supervisor of SPED DIST – 1.0 FTE	7/1/18 6/30/19	+\$2,586	\$113,234
Leslie, Joyce	T Math CHS – .8 FTE	9/3/18 1/30/19	-\$18,440	\$73,756
Mason, Kevin	<i>Assistant Principal</i> CHS 1.0 FTE	7/17/18 8/17/18 (12 days)	\$150 (per day)	\$1,800
Woolard, Terry	<i>Assistant Principal</i> CHS – 1.0 FTE	7/19/18 8/19/18 (6 days)	\$150 (per day)	\$900

Background

Ms. Chung is being increased in FTE (from .4 to .52) to cover additional music sections.

Ms. Cirelli is having her salary adjusted to reflect that she will be teaching a sixth class.

Ms. Hewitt, Ms. Hutchinson, Ms. Jacobs, Mr. Mason, and Mr. Woolard are each being compensated, as per the ASCA Agreement, for providing coverage while being without another administrator.

Ms. Leslie is having her salary adjusted to reflect a reduction in FTE from 1.0 to .8 for the first semester.

3761 I. STIPENDS

NAME	ASSIGNMENT	EFFECTIVE DATE	SALARY
Abella, Linda	Team Leader, Gr 6A SOM – 1.0 FTE	9/3/18 6/30/19	\$5,944
Balas, Christopher	Orchestra MM – 1.0 FTE	9/3/18 6/30/19	\$3,323
Barber, Kristin	Sophomore Class Advisor CHS – 1.0 FTE	9/3/18 6/30/19	\$4,063
Barr, Tanya	Bus Duty MAR - .33 FTE	9/3/18 6/30/19	\$1,128.66
Bethea, Paula	Student Council SOM – 1.0 FTE	9/3/18 6/30/19	\$2,834
Bradshaw, Regina	Musical/Drama MM – 1.0 FTE Choral Advisor MM – 1.0 FTE	9/3/18 6/30/19 9/3/18 6/30/19	\$4,800 \$3,323
Cicenia, Anthony	Team Leader, Gr 7C SOM – 1.0 FTE	9/3/18 6/30/19	\$5,944
Cicenia, Louis	Team Leader, Gr 8A SOM - 1.0 FTE	9/3/18 6/30/19	\$5,944
Cohen, Robert	Set Construction CHS – 1.0 FTE	9/3/18 6/30/19	\$2,834

Cohen, Robert	Set Painting CHS – 1.0 FTE	9/3/18 6/30/19	\$2,834
Cook, William	Orchestra SOM – .5 FTE	9/3/18 6/30/19	\$1,661.50
Corino, Ashley	Team Leader Gr 8C SOM – 1.0 FTE Yearbook SOM – 1.0 FTE	9/3/18 6/30/19 9/3/18 6/30/19	\$5,944 \$2,834
Costello, Katherine	Elementary Subject Leader: Math CLIN – 1.0 FTE	9/3/18 6/30/19	\$3,335
Ducharme, Michelle	Elementary Subject Leader: Math SM – 1.0 FTE Bus Duty SM - .10 FTE	9/3/18 6/30/19 9/3/18 6/30/19	\$3,335 \$677.20
Duffey, Dallas	Set Design MM – 1.0 FTE	9/3/18 6/30/19	\$3,000
Dynega, Nicole	<i>Bus Duty</i> <i>SMA – 1.0 FTE</i>	<i>9/3/18</i> <i>6/30/19</i>	<i>\$3,386</i>
Endlich, Matthew	Junior Class Advisor CHS – 1.0 FTE	9/3/18 6/30/19	\$4,126
Ezzo, Jacob	Choral SOM – 1.0 FTE Scenery Design SOM - .07 FTE Scenery Construction SOM – 1.0 FTE	9/3/18 6/30/19 9/3/18 6/30/19 9/3/18 6/30/19	\$3,323 \$198.38 \$2,834
Fearon, Katherine	Bus Duty CLIN – 1.0 FTE	9/3/18 6/30/18	\$3,386
Forero, Angela	Team Leader, Gr 6C SOM – 1.0 FTE	9/3/18 6/30/19	\$5,944
Fredas, Elizabeth	Safety Patrol CLIN – 1.0 FTE	9/3/18 12/31/18	\$3,386
Froelich, Susan	Elementary Subject Leader: ELA CLIN – 1.0 FTE	9/3/18 6/30/19	\$3,335
Gelin, Antoinette	Bus Duty CLIN – 1.0 FTE	9/3/18 6/30/19	\$3,386
Grant, Diane	Team Leader, Gr 6B SOM – 1.0 FTE Science Fair SOM – 1.0 FTE	9/3/18 6/30/19 9/3/18 6/30/19	\$5,944 \$3,323
Gregory, John	Team Leader, Gr 7B SOM – 1.0 FTE	9/3/18 6/30/19	\$5,944
Grosholz, Marci	Bus Duty MAR - .33 FTE	9/3/18 6/30/19	\$1,128.66
Hansen, Meredith	Yearbook MM – .5 FTE	9/3/18 6/30/19	\$1,417
Hart-Ruderman, Sophie	Freshman Coach, Girls Soccer CHS 1.0 FTE	9/1/18 11/30/18	\$3,710
Harris, Elizabeth	Musical/Drama SOM - .64 FTE Scenery Design SOM - .93 FTE	9/3/18 6/30/19 9/3/18 6/30/19	\$4,181.12 \$2,635.62

Hart, Yves	Bus Duty MAR - .33 FTE	9/3/18 6/30/19	\$1,128.66
Helfrich, Andrew	JV Coach, Boys Soccer CHS – 1.0 FTE	9/3/18 11/30/18	\$4,676
Herstatt, Anna	Team Leader, Gr 8 MM – 1.0 FTE	9/3/18 6/30/19	\$5,944
Intile, April	Bus Duty MAR - .33 FTE	9/3/18 6/30/19	\$1,128.66
Jones, Kathy	Bus Duty SM - .30 FTE	9/3/18 6/30/19	\$2,031.60
Kaesshaefer, Jeffrey	Bus Duty SM - .30 FTE	9/3/18 6/30/19	\$2,031.60
Kaplan, Brian	Student Council MM - .33 FTE	9/3/18 6/30/19	\$944.66
Kaplus, Deborah	Bus Duty MAR - .33 FTE	9/3/18 6/30/19	\$1,128.66
Latimer, Jennifer	District Team Leader of LMS DIST – 1.0 FTE	9/3/18 6/30/19	\$5,944
Laviola, Kara	Production SOM - .61 FTE	9/3/18 6/30/19	\$2,967.50
Lehman, James	Safety Patrol CLIN – 1.0 FTE	9/3/18 6/30/18	\$3,386
Leone, Carissa	Safety Patrol SM – 1.0 FTE	9/3/18 6/30/19	\$3,386
Martin, Shira	Bus Duty MAR - .33 FTE	9/3/18 6/30/19	\$1,128.66
Martinez, Josue	Bus Duty MAR - .33 FTE	9/3/18 6/30/19	\$1,128.66
Masters, Rebecca	Elementary Subject Leader: ELA SM – 1.0 FTE	9/3/18 6/30/19	\$3,335
McGlotten, Lynn	Team Leader, Gr 7A SOM – 1.0 FTE	9/3/18 6/30/19	\$5,944
Mobley, Gary	Varsity, Head Football Coach CHS – 1.0 FTE Intram (FT) CHS – 1.0 FTE	9/3/18 11/30/18 9/3/18 6/30/19	\$10,029 \$4,615
Nugent, James	GAIA CHS – 1.0 FTE	9/3/18 6/30/19	\$3,248
O'Dell, Ryan	Team Leader, Gr 7 MM – 1.0 FTE Newspaper MM – 1.0 FTE	9/3/18 6/30/19 9/3/18 6/30/19	\$5,944 \$2,834
O'Sullivan, Maureen	Team Leader, Gr 6 MM – 1.0 FTE Production MM – 1.0 FTE Student Council MM .33 FTE	9/3/18 6/30/19 9/3/18 6/30/19 9/3/18 6/30/19	\$5,944 \$4,683.50 \$944.66
Ogando, Caroline	MLKA MM – 1.0 FTE	9/3/18 6/30/19	\$2,734
Palmgren, Richard	Team Leader, Gr 8 MM – 1.0 FTE	9/3/18 6/30/19	\$5,944

Palmgren, Richard	Scenery Construction	9/3/18	\$4,683.50
	MM – 1.0 FTE	6/30/19	
	Student Council	9/3/18	\$944.66
	MM - .33 FTE	6/30/19	
Paradiso, Gerald	Intramural	9/3/18	\$9,594
	SOM – 1.0 FTE	6/30/19	
Reichenstein, Steven	JV Coach, Tennis	9/3/18	\$3,811
	CHS	6/30/19	
	1.0 FTE		
Rodriguez, Antonio	Asst. Coach, Football	9/3/18	\$6,566
	CHS – 1.0 FTE	11/30/18	
Rosefort, Steven	Team Leader, Gr 7	9/3/18	\$5,944
	MM – 1.0 FTE	6/30/19	
Rotondo, Stephanie	Elementary Subject Leader: Math	9/3/18	\$3,335
	MAR – 1.0 FTE	6/30/19	
Sackett-Gable, Shayna	Elementary Subject Leader: Math	9/3/18	\$3,335
	SB – 1.0 FTE	6/30/19	
Salvas, Christine	Elementary Subject Leader: Math	9/3/18	\$3,335
	SMA – 1.0 FTE	6/30/19	
	Elementary Subject Leader: ELA	9/3/18	\$3,335
	SMA – 1.0 FTE	6/30/19	
	Bus Duty	9/3/18	\$3,386
	SMA – 1.0 FTE	6/30/19	
Scates, Jennifer	Bus Duty	9/3/18	\$1,128.66
	MAR - .33 FTE	6/30/19	
Schlatmann, Alyssa	Team Leader, Gr 7	9/3/18	\$5,944
	MM – 1.0 FTE	6/30/19	
Serpico, Maria	Team Leader, Gr 8	9/3/18	\$5,944
	MM – 1.0 FTE	6/30/19	
Silvestri, Anthony	Astronomy	9/3/18	\$3,248
	CHS – 1.0 FTE	6/30/19	
Soliman, Monica	Freshman Class Advisor	9/3/18	\$3,223
	CHS – 1.0 FTE	6/30/19	
Sudol – Sciacca, Lorraine	Team Leader, Gr 6	9/3/18	\$5,944
	MM – 1.0 FTE	6/30/19	
Tait, Richard	<i>Bus Duty</i>	<i>9/3/18</i>	<i>\$2,031.60</i>
	<i>SM - .30 FTE</i>	<i>6/30/19</i>	
Tazewell, Lora	Newspaper	9/3/18	\$2,734
	SOM – 1.0 FTE	6/30/19	
Tighe, Donald	Orchestra	9/3/18	\$1,661.50
	SOM -.5 FTE	6/30/19	
	Musical/Drama	9/3/18	\$2,531.88
	SOM - .36 FTE	6/30/19	
	Production	9/3/18	\$1,936.74
	SOM - .39 FTE	6/30/19	
Varney, Ryann	Team Leader, Gr 6	9/3/18	\$5,944
	MM – 1.0 FTE	6/30/19	
	Yearbook	9/3/18	\$1,417
	MM – .5 FTE	6/30/19	
Wojcio, Michael	Bus Duty	9/3/18	\$1,128.66
	MAR - .33 FTE	6/30/19	
Wright, Jazmine	Team Leader Gr 8B	9/3/18	\$5,944
	SOM – 1.0 FTE	6/30/19	

Wright, Jazmine	MLKA SOM – 1.0 FTE	9/3/18 6/30/19	\$2,834
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3761 J. SUMMER EMPLOYMENT

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Somoza, Debra	Summer School CHS Summer Session	6/27/18 8/31/18	\$50 (per hour)

3761 K. APPROVE JOB DESCRIPTIONS

NEW: Stipend Position – District Team Leader of Physical and Health Education Specialist
S5/12, Secretary Special Education Department

REVISED: Transition / Structured Learning Experience (SLE) Counselor

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

JOB DESCRIPTION

POSITION TITLE	STIPEND: District TEAM LEADER of Physical and Health Education Specialist (1 Elementary) (1 Middle School) (1 High school)
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none">• NJ Physical Education Certificate required• Standard Instructional Certificate
REPORTS TO	Assistant Superintendent of Curriculum and Instruction
JOB RESPONSIBILITY	The primary responsibilities of the position are to provide guidance and support for district physical education teachers in the development, implementation, and assessment of the District's physical education programs. In this role, the District Team Leader will assist staff in the continuing effort to improve instructional opportunities and outcomes for students.

PRIMARY RESPONSIBILITIES

1. Provide leadership for the physical education teacher. The team leader coordinates the activities of the physical education and health teachers and serves as a liaison between the team members, non-team members, the school administration, the Director of Athletics and the Assistant Superintendent of Curriculum & Instruction.
2. Directs team members in the development of an interdisciplinary approach to the curriculum delivery.
3. Coordinate all team activities, e.g. scheduling, roster teacher assignments, curriculum work, budget, supply distribution, workshops, etc.
4. Coordinates activities with those of non-team personnel and communicate with other personnel regarding these activities.
6. Arrange regular and special department/team meetings and chair said meetings.
7. Coordinates communication between the team, other school personnel, students, parents, and the department administration.
8. Meet with physical education teachers, Director of Athletics, department administrators and the Assistant Superintendent of Curriculum & Instruction. Scheduled meetings.
9. Plans and provides the professional development for building leaders necessary for them to become partners in coordinating the K-12 Physical Education and Health programs;

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Title: STIPEND: Team Leader of Physical and Health Education Specialist

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10. 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: August 20, 2018

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

JOB DESCRIPTION

POSITION TITLE

**S5/12, Secretary
Special Education Department**

**MINIMUM
QUALIFICATIONS**

- High School graduate, business school/experience (degree preferred).
- Thorough familiarity with key computer programs such as Word, Excel, PowerPoint, Publisher, Google Suite Applications.
- 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.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Executive Director of Special Services

JOB GOAL(S)

- To assist in the efficient operation of the Special Services Department under the supervision of the Executive Director of Special Services.
- 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.

PRIMARY RESPONSIBILITIES

1. Serves as secretary to the Executive Director of Special Services, leads the operation of the office and maintains the confidence of that office.
2. Serves as the Department's Data Manager: oversee student data from referral to declassification, child study team work load, Section 504 Plan implementation and evaluation, student projections, progress reports, and all other required reporting as well as the maintenance/enhancement of student management system (EasyIEP).
3. Under the supervision of the Executive Director of Special Services; lead the coordination of the Department's monthly calendar of events and training sessions, meetings, and follow up on arrangements to ensure greatest efficiency.

Job Description

Title: S5/12, Secretary Special Education Department

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4. Leads 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.
5. Coordinates the efficient workflow of the school system relative to the responsibilities of the Executive Director of Special Services.
6. Performs such other tasks and assumes such other responsibilities as the Executive Director of Special Services 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: August 20, 2018

South Orange Maplewood Middle School

Position Title	Transition / Structured Learning Experience (SLE) Counselor
Minimum Qualifications	-Standard Instructional and/or Special Education Certificate -School Counselor Certificate -Structured Learning Experience training certificates -Knowledge of Special Education policies and procedures, as well as state and federal guidelines for the educational requirements for special education students -Excellent organizational, communication, and interpersonal skills -Ability to travel to multiple work locations as assigned
Reports to	Special Education Supervisor and/or Director
Functions	To work in conjunction with Child Study Team and Special Services Administrators to coordinate transition activities for students, including counseling services, adult service providers, postsecondary education/training opportunities and community support to create and implement a coherent transition program for students, ages 14-21.

Responsibilities

Transition Planning

- Attend and participate in IEP meetings as needed
- Identify transition services provided by community agencies
- Assist in planning and placement decisions
- Oversee the development of IEP transition plans

Assessment and Career Counseling

- Identify and refer students for vocational assessments within school
- Administer interest inventories and/or other appropriate assessments
- Facilitate implementation of recommendations made by the Child Study Team as per student's IEP
- Coordinate development of career awareness and exploration strategies
- Collaborate with school counselor and case manager in postsecondary planning/counseling

Education and Community Training

- Promote self-advocacy activities and curriculum
- Identify, establish and maintain links with local businesses and agencies
- Develop/facilitate/evaluate school and community work-based learning opportunities (job shadowing, student apprenticeships, SLEs)
- Identify job placements
- Assist in the development and coordination of Community-Based Instruction opportunities

- Provide technical support/assistance to employers and support staff
- Implement job support services when needed for work adjustment and success
- Identify/coordinate transportation options
- Manage/coordinate job coaches
- Examine/identify postsecondary training and education options
- Coordinate and facilitate meetings and postsecondary options with state agencies
- Examine/identify postsecondary training and education options
- Coordinate/facilitate relationship with county vocational-technical schools

Program Development

- Create/facilitate programming to ease transition of students with IEPs from middle school to high school
- Develop process, guidelines and procedure in transition planning
- Collaborate with community and agencies for program development

Family Support and Resource

- Provide parents/families with resources and training in transition planning and changing roles of parent/student
- Promote understanding of laws, eligibility requirements and availability of services
- Assist students and families with understanding and accessing services

TERMS OF EMPLOYMENT

10 Months

Salary and benefits 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.

Date Developed: January 8, 2008

Initial Approval: April 28, 2008

Revised: August 20, 2018