

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

**Public Meeting, August 19, 2019**

**Personnel Fiscal Resolutions**

**FINAL RESOLUTION No. 3899**

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

**3899 A. RESIGNATIONS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>Kenny, Sophia</b>	Guidance Counselor CHS – 1.0 FTE	8/9/19
<b>Koflowitch, Hellanna</b>	T SPED CHS – 1.0 FTE	7/17/19
<b>Ross, Victoria</b>	T STEM MM/SOM – 1.0 FTE	8/1/19

**Background**

**Ms. Kenny and Ms. Koflowitch** are each resigning to accept positions in other school districts.

**Ms. Ross** is resigning due to relocation out of state.

**3899 B. APPOINTMENTS**

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

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>	<b>BACKGROUND</b>
<b>Aburomi, Daniah</b>	T SS SOM – 1.0 FTE	9/2/19 6/30/20	\$51,300	Replacing John Gregory who retired
<b>Barnhart,* Dr. Johanna</b>	T SS SOM – 1.0 FTE	9/2/19 6/30/20	\$77,300	Replacing Jen McDowell who was promoted
<b>Bean-Folkes,* Jane</b>	Supervisor of ELA, K-12 CHS – 1.0 FTE	9/2/19 6/30/20	\$105,437	Replacing Melissa Butler who was promoted
<b>Cadet, Jason</b>	T SS SOM – 1.0 FTE	9/2/19 6/30/20	\$63,600	Replacing Katerina Karis who is being transferred
<b>Clinton, Chevelle</b>	T SPED SOM – 1.0 FTE	9/2/19 6/30/20	\$56,500	Replacing Susan Ellis who was promoted
<b>Colonna, Shannon</b>	T SPED CLIN – 1.0 FTE	9/2/19 6/30/20	\$49,600	Replacing Jessica Soldiviero who resigned
<b>Connors, Jennifer</b>	Principal CLIN – 1.0 FTE	8/20/19 6/30/20	\$149,626*	Replacing Ann Bodnar who was promoted
<b>Corredor, Amanda</b>	T PreK/INC MONT – 1.0 FTE	9/2/19 6/30/20	\$67,400	Replacing Lauren Mauterer who resigned
<b>Fleming, Yolande</b>	Guidance Counselor CHS – 1.0 FTE	9/2/19 6/30/20	\$94,350	Replacing Sophia Kenny who resigned
<b>Garcia, Maria</b>	School Bus Driver DIST - .5 FTE	9/2/19 6/30/20	\$29,585	Filling a new position
<b>Golden, Steffi</b>	School Nurse MONT – 1.0 FTE	10/16/19 6/30/20	\$64,700	Replacing Mary Pfister who resigned
<b>Golisezski, Christa</b>	T PreK/INC MONT – 1.0 FTE	9/2/19 6/30/20	\$53,000	Replacing Karen Leary who was reassigned

<b>Govrin, Hannah</b>	T SPED SOM – 1.0 FTE	9/2/19 6/30/20	\$56,000	Filling a new position
<b>Green, Azja</b>	S4/10, Secretary SOM – 1.0 FTE	9/2/19 6/30/20	\$42,259	Replacing Brenda Ross who retired
<b>Holmes, Haneefah</b>	T H/PE SOM – 1.0 FTE	9/2/19 6/30/20	\$54,700	Replacing Candace Mitola who resigned
<b>Klein, Betsy</b>	T SPED MM – 1.0 FTE	10/7/19 6/30/20	\$54,700	Replacing Chituru Iromuanya who resigned
<b>Latman, Marni</b>	LDTC MONT – 1.0 FTE	9/2/19 6/30/20	\$94,600	Replacing Gerri Colon who was promoted
<b>Luzzi, Christina</b>	T SS (Psychology) CHS – 1.0 FTE	9/2/19 6/30/20	\$56,500	Replacing Phil McCormick who was reassigned
<b>Mason, Kevin</b>	Principal SM/SMA – 1.0 FTE	8/20/19 6/30/20	\$149,626*	Replacing Alyna Jacobs who resigned
<b>McDowell, Jen</b>	Guidance Counselor CHS – 1.0 FTE	9/2/19 6/30/20	\$84,800	Replacing Deb Conway who retired
<b>Pasko, Erika</b>	T PreK/INC MONT – 1.0 FTE	9/2/19 6/30/20	\$67,400	Replacing Janice Marchak who retired
<b>Passanante, John</b>	T SPED CHS – 1.0 FTE	9/2/19 6/30/20	\$83,100	Replacing Suzanne Ryan who retired
<b>Pastore,* Veronica</b>	T SPED MM – 1.0 FTE	9/2/19 6/30/20	\$83,100	Replacing SantaMaria Shoats who is being transferred
<b>Reed, Lindsey</b>	T SPED MM – 1.0 FTE	9/2/19 6/30/20	\$49,600	Replacing Sydir Mitchell who resigned
<b>Richinsin, Calvin</b>	T SPED CHS – 1.0 FTE	9/2/19 6/30/20	\$88,100	Replacing Hellanna Koflowitch who resigned
<b>Simmons, Adam</b>	T SPED MM – 1.0 FTE	9/2/19 6/30/20	\$63,600	Replacing Gerard Paradiso who retired
<b>Simpkins, Dashanda</b>	T PreK/INC MONT – 1.0 FTE	9/2/19 6/30/20	\$67,400	Replacing Maura Edgington who resigned
<b>Sousa, Christian</b>	T PE SB – 1.0 FTE	9/2/19 6/30/20	\$51,300	Replacing Jacqueline Gronek who resigned
<b>Storms, Courtney</b>	T 5 <sup>th</sup> Grade CLIN – 1.0 FTE	9/2/19 6/30/20	\$49,600	Replacing Yolande Fleming who was reassigned
<b>Williams, Shea</b>	Librarian DIST - .4 FTE	9/2/19 6/30/20	\$28,000	Filling a new position

\* These appointments are pending receipt of NJ Certification

**3899 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	BACKGROUND
<b>Clem, Dallas</b>	T H/PE CHS – 1.0 FTE	9/2/19 TBD	\$49,600	Filling in for Joseph Fischetti
<b>Daly,* Antoinette</b>	Guidance Counselor CHS – 1.0 FTE	9/2/19 11/25/19	\$56,000	Filling in for Falynn Balassone

\* These appointments are pending receipt of NJ Certification

**3899 D. REVISED REAPPOINTMENT FOR THE 2019-2020 SCHOOL YEAR**

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
<b>Delk, Joanne</b>	Beyond the Bell Director DIST – .4 FTE	9/1/19 6/30/20	\$35,020

**3899 E. CHANGE IN START DATE**

NAME	ASSIGNMENT	OLD START DATE	NEW START DATE
<b>Johnson III, Leroy</b>	Supervisor of (PEEA) MONT – 1.0 FTE	9/17/19 6/30/20	8/6/19 6/30/20

**3899 F. TRANSFERS/REASSIGNMENTS**

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE DATE	BACKGROUND
<b>Ferrara, Susan</b>	T SPED SOM – 1.0 FTE	T SPED SM – 1.0 FTE	9/2/19 6/30/20	Replacing Nicole Griffin who retired
<b>Karis, Katerina</b>	T SS SOM – 1.0 FTE	T SS CHS – 1.0 FTE	9/2/19 6/30/20	Replacing Glynnis Childress who resigned
<b>Keegan, William</b>	T SPED SOM – 1.0 FTE	T SPED CHS – 1.0 FTE	9/2/19 6/30/20	Replacing Joshua Case who resigned
<b>Patterson, Dion</b>	Asst. Principal MM – 1.0 FTE	Asst. Principal CHS – 1.0 FTE	8/20/19 6/30/20	Replacing Kevin Mason who was promoted
<b>Shoats, SantaMaria</b>	T SPED MM – 1.0 FTE	T SPED SOM – 1.0 FTE	9/2/19 6/30/20	Replacing Susan Ferrara

**3899 G. SALARY ADJUSTMENTS**

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY	BACKGROUND
<b>Pierre Louis, Renaud</b>	School Bus Driver DIST - .8 FTE	7/15-26/19 (85 hours)	\$5.07 (per hour)	\$430.95	Transportation office coverage
<b>Thomas, Kristie</b>	T SS CHS – 1.2 FTE	9/2/19 6/30/20	+13,100	\$78,600	Additional section
<b>Twahir, Ameer</b>	Maintenance DIST – 1.0 FTE	7/16/19 6/30/20	-\$11.00	\$51,989	Correcting salary

**3899 H. STIPENDS**

NAME	ASSIGNMENT	EFFECTIVE DATE	SALARY
<b>Clem, Dallas</b>	Freshman/Asst. Coach, Football CHS – 1.0 FTE	9/1/19 11/30/19	\$6,470
<b>Gallof, Pam</b>	Special Ed. Teacher Leader CHS - .5 FTE	9/1/19 6/30/20	\$2,972
<b>Gilligan, Holly</b>	Special Ed. Teacher Leader - MS SOM - .5 FTE	9/1/19 6/30/20	\$2,972
<b>Hurley, Pat</b>	PE/Health Specialist Team Leader CHS – 1.0 FTE	9/1/19 6/30/20	\$7,944
<b>Kaesshafer, Jeff</b>	PE/Health Specialist Team Leader ELEM – 1.0 FTE	9/1/19 6/30/20	\$5,944

<b>Miller, Colleen</b>	Special Ed. Teacher Leader – MS MM – .5 FTE	9/1/19 6/30/20	\$2,972
<b>Shannon, Rob</b>	PE/Health Specialist Team Leader CHS – 1.0 FTE	9/1/19 6/30/20	\$7,944
<b>Stradford, Lynn</b>	Special Ed. Teacher Leader CHS – .5 FTE	9/1/19 6/30/20	\$2,972

**3899 I. SUMMER EMPLOYMENT**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>SALARY</b>
<b>Crigler, Theresa</b>	Substitute School Nurse Summer School	6/27/19 8/31/19	\$50 (per hour)
<b>Kenny, Sophia</b>	Guidance Counselor Summer Employment	7/19-25/19 (4 days)	\$289.50 (per day)
<b>Patterson-Samuels, Bonita</b>	Principal Summer Employment	7/8-23/19 (6 days)	\$691.48 (per day)

**3899 J. APPROVE JOB DESCRIPTION**

Revised: Director of Special Services

\* ASCA salary based on 2018-2019 agreement

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

**JOB DESCRIPTION**

**POSITION TITLE**            **DIRECTOR of Special Services**

**MINIMUM  
QUALIFICATIONS**

- ❑ NJ Administrative Code certification or eligibility,
- ❑ Related experience in a special education with a strong background in compliance and application of regulations.
- ❑ Excellent communication and outreach skills, including responsiveness to parent and staff questions and concerns in a timely and effective manner
- ❑ Superb organizational, project planning and implementation skills
- ❑ Evidence of familiarity and implementation of “best practices” in special services and in education, in general.
- ❑ Commitment to raising critical issues and to provide sound, research-based evidence to address them.
- ❑ Experience in recruiting, hiring, and retaining staff members who will execute the department’s mission with fidelity and integrity and who will be equally passionate, committed, and capable.
- ❑ Evidence of the use of a pragmatic approach to the work, actively listening to input and using the input, along with the use of data, to make decisions
- ❑ Evidence of advocacy of Free Appropriate Public Education (FAPE) in Least Restrictive Environments (LRE) for students across the district.
- ❑ Extensive knowledge of Federal and State special education code, compliance, and applicable case law (including a solid understanding eligibility for Special Education.
- ❑ Demonstrated leadership in best practices for instructional programs, positive behavioral support, RTI and/or I&RS and Section 504.
- ❑ Knowledge of research, current practice, national and state initiatives, student outcomes, and program evaluation.
- ❑ Experience with the development of budgets, competitive and entitlement grants, government reporting and assessment.
- ❑ Demonstrated experience in best practices in mitigating potential litigation.
- ❑ Demonstrated experience in the supervision of nursing services.
- ❑ Demonstrated experience in leading McKinney Vento Act and Department of Children Protection and Permanency (DCP&P).

**REPORTS TO**

Superintendent of Schools

**JOB GOAL(S)**

To form a long-term vision for the department and the district’s approach to special education, particularly on how SOMSD will address the identification and evaluations of students, service provision, and modifications to the core curricula and assessment practices PreK-21.

**PRIMARY RESPONSIBILITIES**

1. Capacity to understand the district’s legal challenges on the implementation of special education programs and to implement plans that respond to student needs while mitigating risks in execution.
2. Support existing therapeutic programs, e.g., I-Step (6-8) and ESS (9-12), to redefine them to ensure their continued success of eligible students within the Least Restrictive Environment (LRE).
3. Development of programs based on-data that can inform how referrals and curriculum evaluations can be improved.

4. Accountability for child study teams and related services providers to ensure compliance and service delivery in accordance with students' IEPs and Section 504 Plans.
5. Maintain abreast with current educational issues through ongoing professional development.
6. Ensure that all students with disabilities are provided a free and appropriate public education through the provision of high-quality instructional programs-and supplemental aids and services.
7. Lead the implementation of policies and *Standard Operating Procedures* (SOP) that govern the evaluation of students referred for special education services and delivery of special education, related and supplemental aids and services, in accordance with state and federal regulations.
8. Maintain ongoing communication with the administration and regular/special education staff.
9. Communicate information on programs, services and regulations to school personnel, parents, the Board of Education.
10. Use data to lead oversight of Section 504's, I&RS, school attendance and the disproportionate number of suspended students, with ongoing reporting to administration and the board of education.
11. Lead the implementation of the district's pre-kindergarten program
12. Use relevant observation and evaluation of child study team members and related services providers to drive staffing decisions.
13. Collaborate with "lead nurse" to implement, evaluate and revise the District's Nursing Plan, in accordance with NJDOE Administrative Code.
14. Develop and administers district wide special education budget.
15. Responsible for the supervision of special education home instruction PreK-12 and general education PreK-12.
16. Responsible for special education student records, including compliance with appropriate laws and regulations.
17. Prepare and submit reports for federal, state and local reporting agencies, in collaboration with other district offices.
18. Collaborate with the transportation department in planning and delivery of services to students whose IEP require this service.
19. Collaborate with the business office in planning and delivery of services to students whose IEPs and Section 504 Plans require a paraprofessional.
20. Perform other duties and assignments as designated by the Superintendent.

#### **AUTHORITY**

1. The director oversees all special education staff and programs in concert with principals and special education supervisors.
2. Utilizes supervision, staff development and performance evaluation to improve educational programs and service delivery.
3. Responsible for the supervision of child study team members and related service providers.
4. Recruits and employs credentialed personnel as required to provide services to students with disabilities consistent with their IEPs.
5. Coordinates staff development opportunities to enable staff to better serve the needs of special education students.
6. Coordinates with outside agencies to provide services to students and staff for the purpose of offering appropriate services.

**WORKING RELATIONSHIPS OF THE POSITION** To maintain effective relationships with teachers, child study team members, students, administrators, SEPAC, Special Education PTO, professional and other services to meet the needs of our students and other appropriate community groups.

**TERMS OF EMPLOYMENT** 12 Months; Salary to be determined by the Board

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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:** September 2002

**Revised:** August 16, 2004; May 6, 2005; March 16, 2015; November 30, 2016; August 19, 2019