

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, November 18, 2019

Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3941

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

3941 A. RETIREMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	YEARS IN DISTRICT
Armstrong, Judith	Confidential Secretary DIST – 1.0 FTE	12/31/19	20
Calandriello, Wayne	T H/PE CHS – 1.0 FTE	1/31/20	18
Treitler, Nina	School Nurse SMA – 1.0 FTE	1/31/20	20
Weinstein, Nancy	School Nurse SB – 1.0 FTE	1/22/20	17

Background

The above retirees faithfully served in the public schools of South Orange and Maplewood. In appreciation of their contributions to the educational welfare of this community; they will be given recognition at one of the June 2020 meetings.

3941 B. RESIGNATION

NAME	ASSIGNMENT	EFFECTIVE DATE
Antoine, Claudy	ELL Instructional Aide/Parent Liaison CLIN – 1.0 FTE	10/14/19

3941 C. LEAVE REPLACEMENT 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	BACKGROUND
Cutting, Jeshanah	T SPED MM – 1.0 FTE	12/2/19 4/24/20	\$71,500	Filling in for Katherine Cifuentes while out on leave
Fagan, Jennifer	T Math MM – 1.0 FTE	11/25/19 4/9/20	\$49,600	Filling in for Mary Kate Feeney while out on leave
Handler, Karissa	Guidance Counselor CHS – 1.0 FTE	1/2/20 2/29/20	\$56,000	Filling in for Danielle Chavis while out on leave
Jackson, Clarke	<i>S4/12, Secretary CHS – 1.0 FTE</i>	<i>11/19/19 12/31/19</i>	<i>\$57,171</i>	<i>Filling in for Roseann Voorhees while out on leave</i>
Moya, Pamela	T Art SB – 1.0 FTE	11/19/19 5/29/20	\$54,700	Filling in for Laura Kruglinski while out on leave
Wheeler, Laura	T 2 TUS – 1.0 FTE	9/1/19 12/5/19	\$57,900	Filling in for Deirdre Dore while out on leave

3941 D. CHANGE IN START DATE

NAME	ASSIGNMENT	OLD START DATE	NEW START DATE
Carluccio, Joanna	LR T Lang. Arts SOM – 1.0 FTE	12/9/19 4/30/20	11/5/19 5/15/20

3941 E. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Kruglinski, Laura	T Art SB – 1.0 FTE	11/25/19-5/29/20 (Unpaid Childcare Leave)
Rowe, Amy	T Lang. Arts SOM 1.0 FTE	10/29/19-12/6/19 (Paid Maternity Leave) 12/9/19-3/11/20 (Unpaid FMLA) 3/12/20-5/15/20 (Unpaid Childcare Leave)
Voorhees, Roseann	S4/12, Secretary CHS – 1.0 FTE	12/25/19-12/31/19 (Unpaid Personal Leave)

3941 F. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY	BACKGROUND
Boni, Susan	T Math CHS - .2 FTE	10/1-31/19 (21 days)	\$82.15 (per day)	\$1,725.15	Until a replacement is found for W. Keegan
Buzar, Marisa	T SPED CHS - .2 FTE	10/1-31/19 (21 days)	\$54.70 (per day)	\$1,148.70	
Endlich, Matthew	T SPED CHS - .2 FTE	10/1-31/19 (21 days)	\$97.55 (per day)	\$2,048.55	
Stratford, Lynn	T SPED CHS - .2 FTE	10/1-31/19 (21 days)	\$97.55 (per day)	\$2,048.55	
Femenella, Matthew	T SPED CHS - .2 FTE	10/1-31/19 (21 days)	\$61.70 (per day)	\$1,295.70	
D'Alessio, Tara	T SPED CHS - .2 FTE	10/1-31/19 (21 days)	\$91.85 (per day)	\$1,928.85	While R. Grossfeld is out on worker's comp
Grasso, Linda	T SPED CHS - .2 FTE	10/1-31/19 (21 days)	\$82.15 (per day)	\$1,725.15	
Herekar, Ashwin	T SPED CHS - .2 FTE	10/1-31/19 (21 days)	\$54.70 (per day)	\$1,148.70	
Lucas, Justin	T Math CHS - .2 FTE	10/1-31/19 (21 days)	\$80.20 (per day)	\$1,684.20	
Spina, Kathleen	T SPED CHS - .2 FTE	10/1-31/19 (21 days)	\$90.60 (per day)	\$1,902.60	
Alexander, Marvin	T H/PE CHS .2 FTE	9/5/19 11/13/19 (44 days)	\$72.60 (per day)	\$3,194.40	Scheduling needs
Bethea, Sabrina	Clerical Aide TUS – 1.0 FTE	11/4-5/19 (11 hours)	\$11.38 (per hour)	\$125.18	Filling in as school secretary
Copeland, Jeanette	Clerical Aide JEFF – 1.0 FTE	11/1/19 (7 hours)	\$10.70 (per hour)	\$10.70	
Robinson, Kathleen	Clerical Aide CLIN – 1.0 FTE	10/18/19 (7.5 hours)	\$8.91 (per day)	\$66.82	

Pierre Louis, Renaud	School Bus Driver DIST - .8 FTE	10/1-31/19 (229 hours)	\$5.07 (per hour)	\$1,161.03	Transportation office coverage
Taylor, Peter	School Bus Aide DIST - .5 FTE	10/1-31/19 (32 hours)	\$8.92 (per hour)	\$285.44	Filling in as school bus driver
Tyson, Angela	School Bus Aide DIST - .8 FTE	10/1-31/19 (18 hours)	\$9.43 (per hour)	\$169.74	

3941 G. STIPENDS

NAME	ASSIGNMENT	EFFECTIVE DATE	SALARY
Rosen, Hilary	Team Leader, Gr 8A SOM – 1.0 FTE	11/1/19 4/30/20	\$5,944
Rowe, Amy	Team Leader, Gr 8A SOM – 1.0 FTE	9/1/18 10/31/19	\$5,944

3941 H. STAFF FUNDED BY PRESCHOOL EDUCATION EXPANSION AID (PEEA)

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Burns, Nicole	Secretary MONT – 1.0 FTE ACCT# 20.218.200.105.MO.5900	11/11/19 6/30/20	\$55,473
Corredor, Amanda	Teacher MONT – 1.0 FTE ACCT# 20.218.100.101.MO.5900	9/1/19 6/30/20	\$67,400
Donovan, Kelly	Teacher MONT – 1.0 FTE ACCT# 20.218.100.101.MO.5900	9/1/19 6/30/20	\$56,500
Field, Stacey	Teacher MONT – 1.0 FTE ACCT# 20.218.100.101.MO.5900	9/1/19 6/30/20	\$67,400
Golden, Steffi	Nurse MONT – 1.0 FTE ACCT# 20.218.200.104.MO.5900	10/16/19 6/30/20	\$64,700
Goliszeski, Christa	Teacher MONT – 1.0 FTE ACCT# 20.218.100.101.MO.5900	9/1/19 6/30/20	\$53,000
Hannon, Elizabeth	Teacher MONT – 1.0 FTE ACCT# 20.218.100.101.MO.5900	9/1/19 6/30/20	\$65,500
Lane-Mega, Lataeya	Teacher MONT – 1.0 FTE ACCT# 20.218.100.101.MO.5900	9/1/19 6/30/20	\$57,900
Leary, Karen	Facilitator/Coach MONT – 1.0 FTE ACCT# 20.218.100.101.MO.5900	9/1/19 6/30/20	\$91,850
Marfo, Mikita	Teacher MONT – 1.0 FTE ACCT# 20.218.100.101.MO.5900	9/1/19 6/30/20	61,700
Milligan, Rebecca	Master Social Worker MONT – 1.0 FTE ACCT# 20.218.200.110.MO.5900	9/1/19 6/30/20	\$95,000
Pasko, Erika	Teacher MONT – 1.0 FTE ACCT# 20.218.100.101.MO.5900	9/1/19 6/30/20	\$67,400

<i>Patterson-Samuels, Bonita</i>	<i>Principal MONT – 1.0 FTE ACCT# 20.218.200.103.MO.5900</i>	<i>7/1/19 6/30/20</i>	<i>\$154,524</i>
<i>Provenzano, Anna</i>	<i>Secretary MONT – 1.0 FTE ACCT# 20.218.200.105.MO.5900</i>	<i>7/1/19 11/8/19</i>	<i>\$55,473</i>
<i>Scali, Patricia</i>	<i>Teacher MONT – 1.0 FTE ACCT# 20.218.100.101.MO.5900</i>	<i>9/1/19 6/30/20</i>	<i>\$82,150</i>
<i>Simpkins, Dashanda</i>	<i>Teacher MONT – 1.0 FTE ACCT# 11.218.100.101.MO.5900</i>	<i>9/1/19 6/30/20</i>	<i>\$67,400</i>

3941 I. APPROVE JOB DESCRIPTION

Revised – Assistant Superintendent for Special Services

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

JOB DESCRIPTION

POSITION TITLE **ASSISTANT SUPERINTENDENT FOR 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.

Job Description

Title: Assistant Superintendent for Special Services

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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, and 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 assistant superintendent 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.

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Title: Assistant Superintendent for Special Services

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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

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