

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, December 16, 2019

Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3952

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

3952 A. RETIREMENT

NAME	ASSIGNMENT	EFFECTIVE DATE	YEARS IN DISTRICT
<i>Ferrara, Susan</i>	<i>T SPED SM – 1.0 FTE</i>	<i>3/1/20</i>	<i>13.5</i>

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

3952 B. RESIGNATIONS

NAME	ASSIGNMENT	EFFECTIVE DATE
Amaral, Agata	T Math MM – 1.0 FTE	11/15/19
Muckenthaler, Randall	T SPED JEFF – 1.0 FTE	1/22/20

3952 C. 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
Galvis, Maria	School Bus Aide DIST - .5 FTE	12/17/19 6/30/20	\$15,341	Replacing Maria Garcia who was promoted
Oweifie, Theresa	<i>School Nurse SB – 1.0 FTE</i>	<i>1/21/20 6/30/20</i>	<i>\$64,700</i>	<i>Replacing Nancy Weinstein who is retiring</i>
Tait, Mark	<i>AV Technician DIST – 1.0 FTE</i>	<i>1/16/20 6/30/20</i>	<i>\$65,843</i>	<i>Reorganization of tech positions</i>
Trieu, Johnathan	<i>T PE/H CHS – 1.0 FTE</i>	<i>1/21/20 6/30/20</i>	<i>\$54,700</i>	<i>Replacing Wayne Calandriello who is retiring</i>

3952 D. 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
Eustice, Nicole	SAC CHS – 1.0 FTE	1/2/20 5/4/19	\$63,600	Filling in for Dorota Martinez while out on leave

3952 E. CHANGE IN END DATE

NAME	ASSIGNMENT	OLD END DATE	NEW END DATE
Daly, Antoinette	LR Guidance Counselor CHS – 1.0 FTE	10/1/19 11/25/19	10/1/19 11/26/19
Handler, Karissa	<i>LR Guidance Counselor CHS – 1.0 FTE</i>	<i>9/2/19 12/19/19</i>	<i>9/2/19 12/20/19</i>
Wheeler, Laura	LR 2 nd Gr. Teacher TUS – 1.0 FTE	9/1/19 12/5/19	9/1/19 1/21/20
Williams, Raquel	LR 2 nd Gr. Teacher MAR	9/2/19 1/17/20	9/2/19 1/27/20

3952 F. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Calandriello, Wayne	<i>T PE/H CHS – 1.0 FTE</i>	<i>1/2/20-1/31/20 (Paid Medical Leave)</i>
Dore, Deirdre	T 2 TUS – 1.0 FTE	12/6/19-1/21/20 (Unpaid Personal Leave)
Muckenthaler, Randall	<i>T SPED JEFF – 1.0 FTE</i>	<i>11/22/19-1/21/20 (Unpaid Medical Leave)</i>
Pyne, Lisa	<i>S4/11, Secretary SM – 1.0 FTE</i>	<i>12/16/19-12/20/19 (Paid Medical Leave)</i>
Quinn, Loren	T Science MM – 1.0 FTE	12/1/19-1/1/20 (Unpaid Medical Leave)

3952 G. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY	BACKGROUND
Boni, Susan	T Math CHS - .2 FTE	11/1-29/19 (16 days)	\$82.15 (per day)	\$1,314.40	Until a replacement is found for W. Keegan
Buzar, Marisa	T SPED CHS - .2 FTE	11/1-29/19 (16 days)	\$54.70 (per day)	\$875.20	
Endlich, Matthew	T SPED CHS - .2 FTE	11/1-29/19 (16 days)	\$97.55 (per day)	\$1,560.80	
Degioia, Mia	<i>T SPED CHS - .2 FTE</i>	<i>11/1-29/19 (16 days)</i>	<i>\$65.50 (per day)</i>	<i>\$1,048</i>	
Femenella, Matthew	T SPED CHS - .2 FTE	11/1-29/19 (16 days)	\$61.70 (per day)	\$987.20	
D'Alessio, Tara	T SPED CHS - .2 FTE	11/1-29/19 (16 days)	\$91.85 (per day)	\$1,469.60	While R. Grossfeld is out on worker's comp
Grasso, Linda	T SPED CHS - .2 FTE	11/1-29/19 (16 days)	\$82.15 (per day)	\$1,314.40	
Herekar, Ashwin	T SPED CHS - .2 FTE	11/1-29/19 (16 days)	\$54.70 (per day)	\$875.20	
Lucas, Justin	T Math CHS - .2 FTE	11/1-29/19 (16 days)	\$80.20 (per day)	\$1,283.20	
Spina, Kathleen	T SPED CHS - .2 FTE	11/1-29/19 (16 days)	\$90.60 (per day)	\$1,449.60	

Dominguez, Darlene	T Science MM - .2 FTE	11/11-29/19 (13 days)	\$56.50 (per day)	\$734.50	While L. Quinn is out on leave
Schlatmann, Alyssa	T Science MM - .2 FTE	11/11-29/19 (13 days)	\$61.70 (per day)	\$802.10	
Terenzi, Mark	T Science MM - .2 FTE	11/11-29/19 (13 days)	\$97.55 (per day)	\$1,268.15	
Duffey, Dallas	T Math MM - .2 FTE	12/10-20/19 (9 days)	\$85.60 (per day)	\$770.40	While B. Ospina-Smith is out
Mauritzen, George	T Math MM - .2 FTE	12/10-20/19 (9 days)	\$91.85 (per day)	\$826.65	
Sousa, Carisa	T Math MM - .2 FTE	12/10-20/19 (9 days)	\$54.70 (per day)	\$492.30	
Sudol, Lorraine	T Math MM - .2 FTE	12/10-20/19 (9 days)	\$97.55 (per day)	\$877.95	
Gilligan, Holly	T SPED SOM - 1.2 FTE	10/5/19 6/30/20	+\$16,430	\$100,580	New classification - litigation agreement
Brown, Kathleen	T SPED CHS .2 FTE	10/7/19 11/30/19 (34 days)	\$82.80 (per day)	\$2,815.20	Increases in enrollment
Logan, Takia	T SPED CHS .2 FTE	10/7/19 11/30/19 (34 days)	\$69.50 (per day)	\$2,363	
Regler, James	T SPED CHS - .2 FTE	11/18-30/19 (8 days)	\$60.10 (per day)	\$480.80	
Schiavo, Lynn	T SPED CHS - .2 FTE	11/18-30/19 (8 days)	\$85.60 (per day)	\$684.80	
Copeland, Jeanette	Clerical Aide JEFF – 1.0 FTE	11/11-12/19 (14 hours)	\$10.70 (per hour)	\$149.80	Filling in as school secretary
Goodman, Trena	Clerical Aide SM – 1.0 FTE	10/29/19 (14 hours)	\$8.91 (per hour)	\$124.74	
Pierre Louis, Renaud	School Bus Driver DIST - .8 FTE	11/1-30/19 (165.5 hours)	\$5.07 (per hour)	\$839.08	Transportation office coverage
Taylor, Peter	School Bus Aide DIST - .5 FTE	11/1-30/19 (10 hours)	\$8.92 (per hour)	\$89.20	Filling in as school bus driver
Tyson, Angela	School Bus Aide DIST - .8 FTE	11/1-30/19 (20 hours)	\$9.43 (per hour)	\$188.60	

3952 H. STIPEND

NAME	ASSIGNMENT	EFFECTIVE DATE	SALARY
Whitaker, Thomas	Asst. to the Affirmative Action Officer DIST – 1.0 FTE	9/1/19 6/30/20	\$8,935

3952 I. JOB DESCRIPTIONS

New: Assistant Registrar
 Revised: District Registrar
 Data Entry Manager (Middle Schools)
 Transportation Coordinator

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

JOB DESCRIPTION

POSITION TITLE	Assistant Registrar
MINIMUM QUALIFICATIONS	Secondary Education preferred (but not required) Bilingual-Spanish and Creole Preferred Ability to multitask and be effective under pressure Strong organizational and interpersonal skills along with tact, diplomacy and phone skills Independent decision-maker Proficiency in Microsoft Word and Excel Excellent administrative and computer skills Strong organizational and interpersonal skills Require criminal background check Proof of U.S. citizen or legal resident alien status
REPORTS TO	Assistant Superintendent for Administration
JOB GOAL(S)	Provide Assistance in the Office of Registration with the enrollment of students and maintenance of the District's centralized registration database. Present a positive image of the District to all potential students and families.
JOB RESPONSIBILITY AND AUTHORITY	Assist with the registration process and maintenance of the District's student enrollment database.

PRIMARY RESPONSIBILITIES

1. Assist with the registration of new and returning resident students utilizing the District's designated database. Includes verifying and entering all student demographic information into the District's designated database.
2. Review documents which help determine eligibility to attend District schools.
3. Assist with the maintenance of student and parent demographic information in the District's designated database(s).
4. Review and verify custodial agreements for the purposes of establishing the correct domicile and the right to register for school.
5. Correspond with parents/guardians on a regular basis regarding amendments to demographic information.
6. Correspond with parents regarding pending residency matters.
7. Review and refer possible non-district enrollees for residency verification.

Job Description

Title: Assistant Registrar

Page 2 of 3

8. Provide information and assistance about the registration process to new and returning families. To include information regarding the schools, placement, and various community resources as needed.
9. Log completed residency verification information.
10. Correspond with parents via mail and email seeking enrollment information.
11. Provide information on updating demographic information according to District procedures and assist with the process of collecting documents necessary to amend the information.
12. Review returned mail received by the office, including corresponding with parents to obtain updated information and referral for residency verifications.
13. Interact with school personnel, supervisors, and staff members on matters related to registration and residency.
14. Scan and file new student records.
15. Provide information for registration and residency reports as needed.
16. Other duties assigned by the Assistant Superintendent of Administration.

**WORKING RELATIONSHIPS
OF THE POSITION**

Interacts with parents, students, District staff, District administrators.

REQUIREMENTS

Criminal history background check
Proof of U.S. citizenship or legal resident alien status

TERMS OF EMPLOYMENT

12 Months
Salary to be determined as per SOMEA Contract

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: December 16, 2019

JOB DESCRIPTION

POSITION TITLE	District Registrar
MINIMUM QUALIFICATIONS	Some College preferred Proficient in Microsoft Word, Excel Excellent administrative and computer skills Strong organizational and interpersonal skills along with tact, diplomacy, initiative, discretion and phone skills Ability to multitask and work under pressure Willing and able to learn new skills Excellent writing and organizational skills Able to interact with the public in a positive manner Some familiarity with state statutes regarding domicile Required criminal history background check Proof of U.S. citizenship or legal resident alien status .
REPORTS TO	Assistant Superintendent for Administration
JOB GOAL(S)	Implement and maintain the District's centralized student registration and residency processes. Present a positive image of the District to all potential students and families.
JOB RESPONSIBILITY AND AUTHORITY	Oversees the Office of Registration to include creating registration and residency processes that are efficient, expedient and in accordance with N.J.A.C.6A:28-2.4 through 6A:28-2.10. Oversees the residency officer, appears in court on behalf of the District and all other residency verification processes.

PRIMARY RESPONSIBILITIES

1. Responsible for the enrollment of all new and returning resident and affidavit students registering for the District. Includes verifying documentation and entering all student and resident information into the District's designated database.
2. Produce registration and residency reports as needed.
3. Oversee the update of student addresses in the District's database and verification of school assignments.
4. Correspond and consult with Board attorneys on a regular basis regarding registration and residency issues.
5. Conduct detailed investigation of all residency, affidavit, and court claims.
6. Oversee the residency officers including their workload and payroll information.

7. Organize and maintain all correspondence and communication regarding residency (including lease updates) and affidavit students.
8. Prepare Board hearing materials including time line of residency checks, background materials and attend Board hearings.
9. Provide testimony in court on behalf of the District on residency matters.
10. Work with the Preschool Coordinator to set enrollment processes for the District's Universal Preschool Program.
11. Render independent decisions regarding a student's eligibility to attend District schools based upon documents provided.
12. Review and correspond with the Assistant Superintendent regarding transfer requests submitted.
13. Other duties assigned by the Assistant Superintendent of Administration.

**WORKING RELATIONSHIPS
OF THE POSITION**

Interacts with parents, students, District staff, District administrators, attorneys, Board members, residency officers, DYFS caseworkers, Administrative Law judges, and municipal authorities.

TERMS OF EMPLOYMENT

12 Months
Salary to be determined as per SOMEA Contract

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: November 15, 2004

Revised: December 16, 2019

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

Data Entry Manager – Middle School

**MINIMUM
QUALIFICATIONS**

- College Graduate preferred
- Coursework and experience with student information systems, and spreadsheet, database, word-processing, and presentation software.
- Demonstrated ability to construct and manage building scheduling concepts and processes.
- Strong organizational; and management skills in meeting deadlines for projects and applications.
- Excellent work, communication and interpersonal skills

REPORTS TO

Principal

JOB GOAL(S)

- To assist in entering Master and Student Schedules into PowerSchool for the middle schools.
- To assist in providing comprehensive student administrative data and compilation of middle school reports.

PRIMARY RESPONSIBILITIES

1. Assist in building and maintain middle school master schedules.
2. Prepare standardized testing schedule and materials.
3. Train/assist guidance counselors and other staff in computer use.
4. Updates and maintains all data files for middle school student management software applications.
5. Input and maintain student interim/discipline information database.
6. Assists middle schools with maintaining student attendance data.
7. Generate absence/tardy reports for building principal.
7. Maintains accurate class enrollment data.
8. Organize and develop activities/club/study period for building.
8. Maintains student academic progress for middle school students.
9. Input and generate student report cards, honor rolls and grade reports.

Job Description

Title: Data Entry Manager – Middle School

Page 2 of 2

10. Assist with coverage for main office when necessary.
11. Other duties assigned by the Principal or building administrator.

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: October 4, 1999

Revised: April 28, 2014; December 16, 2019

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

JOB DESCRIPTION

POSITION TITLE	TRANSPORTATION COORDINATOR
MINIMUM QUALIFICATIONS	Public Transportation Supervisor Program Certificate of Completion. General working knowledge of the regulations, codes and laws concerning student transportation and compliance. Sensitivity, tact and judgment in dealing with the school community. Strong interpersonal and communication skills. Strong computer skills and willingness to stay abreast of changing technologies and software and apply said technologies to the transportation. Previous experience required. CDL Bus License. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
REPORTS TO	Assistant School Business Administrator
JOB GOAL(S)	To enable each student through safe and efficient transportation to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools. To ensure the district complies with all federal and state laws concerning transportation and compliance.
JOB RESPONSIBILITY AND AUTHORITY	Non-certified bus driver personnel

PRIMARY RESPONSIBILITIES

1. Conform to all state laws and regulations regarding school transportation.
2. Maintain safety standards in conformance with state and insurance regulations.
3. Primary contact person for all district bus drivers and bus aides. Assist in the scheduling of the bus drivers and the bus aides. Coordinate driver/aide substitution and /or route modifications that may be caused by planned and unplanned absences.
4. Assist in the administration of the contractual transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
5. Maintain all district owned equipment and develop plans for preventive maintenance including vehicles not used for transportation.
6. Act as liaison with parents for concerns and special requests.
7. Drive an assigned route as warranted.

8. Assist in the design of busing routes with maps and lists for various bus routes for all district transportation.
9. Prepare transportation reimbursements for eligible students attending private schools.
10. Be available by telephone from 6:00 a.m. for drivers and aides needing emergency substitutes on school days and at hours necessary to accommodate district needs.
11. Inspect and fill out safety reports for all vehicles.
12. Arrange and schedule repairs on vehicles. Schedule safety inspections four times a year as required by law.
13. Familiar with and ability to use transportation routing software.
13. Performs other duties as assigned for efficient operation of the transportation office.

**WORKING RELATIONSHIPS
OF THE POSITION**

Maintains effective relationships with drivers, aides, students, parents, teachers, co-workers and administrators.

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.

Date Developed: November 2005

Initial Approval: November 21, 2005

Revised: December 16, 2019