

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, April 19, 2021

Personnel Fiscal Resolutions

FINAL DRAFT RESOLUTION No. 4124

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

4124 A. MEMORIAL

BE IT RESOLVED THAT THE Board of Education approve the following memorials:

Denise Burgermaster, retired school secretary at Marshall passed away on April 5, 2021.

The Superintendent is asked to convey our condolences to the family and friends of Denise Burgermaster.

4124 B. RETIREMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	YEARS IN DISTRICT
Dempsey, Marguerite	T PE MM – 1.0 FTE	7/1/21	37
Dodd, Kate	T Art CHS – 1.0 FTE	5/1/21	19
Lamkin, Kathleen	T 5 th Grade TUS – 1.0 FTE	7/1/21	25
Tighe, Donald	<i>T Music</i> SOM – 1.0 FTE	9/1/21	15
West, Carol	T 3 rd Grade SB – 1.0 FTE	9/1/21	7

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 2021 meetings.

4124 C. RESIGNATIONS

NAME	ASSIGNMENT	EFFECTIVE DATE	YEARS IN DISTRICT
Alexander, Marvin	T H/PE CHS – 1.0 FTE	5/18/21	12
Cordasco, Vincent	T H/PE SOM – 1.0 FTE	5/21/21	1.5
Munoz, Leslie	Occupational Therapist DIST – 1.0 FTE	4/21/21	2

4124 D. APPOINTMENT

(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
Hargrave-Kerns, Maureen	T SPED/INC CLIN – 1.0 FTE	3/1/21 6/30/21	\$50,060	Filling a new position

4124 E. APPOINTMENT OF LEAVE REPLACEMENT

(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
<i>Velez, Dina</i>	<i>LR 4th Grade Teacher JEFF – 1.0 FTE</i>	<i>4/20/21 6/30/21</i>	<i>\$76,260</i>	<i>Filling in for Bridget McMahon while out on leave</i>

4124 F. CHANGE IN START DATE

NAME	ASSIGNMENT	OLD START DATE	NEW START DATE
Diaz, Joaquin	School Bus Driver DIST - .5 FTE	4/5/21 or sooner	3/23/21

4124 G. CHANGE IN END DATE

NAME	ASSIGNMENT	OLD END DATE	NEW END DATE
<i>Thomas, Jarell</i>	<i>LR T H/PE SOM – 1.0 FTE</i>	<i>4/15/21</i>	<i>5/13/21</i>

4124 H. SUSPENSION

NAME	EFFECTIVE DATE
<i>Employee #2446</i>	<i>4/1/21-9/30/21 (w/o pay)</i>

4124 I. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Akinrolabu, Jade	Guidance Counselor CHS 1.0 FTE	3/1/21-4/8/21 (Paid Sick Days) 4/9/21-4/23/21 (Unpaid Medical Leave) 4/26/21-6/30/21 (Unpaid FMLA) 9/1/21-9/22/21 (Unpaid FMLA)
Betcher, Susan	School Social Worker DIST – 1.0 FTE	3/5/21-3/19/21 (Paid Sick Days)
Carney, Vanessa	Athletic Trainer CHS – 1.0 FTE	4/5/21-6/30/21 (Paid Sick Days)
Ng, Suzanne	Media Specialist CHS – 1.0 FTE	1/21/21-3/26/21 (Paid Sick Days)
Prall, Stephanie	Guidance Counselor SOM 1.0 FTE	2/8/21-3/25/21 (Paid Sick Days) 3/26/21-6/30/21 (Unpaid FMLA)
Rynar, Craig	T 4 SM – 1.0 FTE	4/5/21-6/30/21 (Paid Sick Days)

Sharma, Gopika	T SS CHS – 1.0 FTE	9/1/21-6/30/22 (Unpaid Childcare Leave)
Spagnuolo, Meghan	T SS SOM 1.0 FTE	2/1/21-3/4/21 (1/2 day) (Paid Maternity Leave) 3/4/21 (1/2 day) – 4/5/21 (Unpaid Medical Leave) 4/6/21-6/30/21 (Unpaid FMLA) 9/1/21-9/2/21 (Unpaid FMLA)
Sumner, Jacob	T SS SOM – 1.0 FTE	3/16/21-3/26/21 (Paid Sick Days)
Williams, Ingrid	S4/12, Secretary (SPED) DIST – 1.0 FTE	4/7/21 (1/2 day) – 6/30/21 (Unpaid Personal Leave)
Wilson, Vanessa	T SPED/INC SM 1.0 FTE	3/1/21- 4/13/21 (Paid Sick/Personal Days) 4/14/21-5/3/21 (Unpaid Medical Leave) 5/4/21-5/28/21 (Unpaid FMLA)
Zavocki, Mary-Alice	T STEM MM 1.0 FTE	4/5/21-4/7/21 (1/2 day) (Paid Personal Days) 4/7/21 (1/2 day) – 4/9/21 (Unpaid Medical Leave)

4124 J. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Clyburn, Brian	School Counselor CHS - .2 FTE	3/1-3/26/21 (20 days)	\$83.86 (per day)	\$1,677.20
Mooney-Chavis, Danielle	School Counselor CHS - .2 FTE	3/1-3/26/21 (20 days)	\$83.39 (per day)	\$1,667.80
Renelle, Stephanie	School Counselor CHS - .2 FTE	3/1-3/26/21 (20 days)	\$78.91 (per day)	\$1,578.20
Rucker, Courtney	School Counselor CHS - .2 FTE	3/1-3/26/21 (20 days)	\$66.46 (per day)	\$1,329.20
Williams, Adrian	School Counselor CHS - .2 FTE	3/1-3/26/21 (20 days)	\$60.46 (per day)	\$1,209.20
Alexander, Marvin	T PE/H CHS - .2 FTE	3/1-3/26/21 (20 days)	\$76.26 (per day)	\$1,525.20
Cahill, Allison	T PE/H CHS - .2 FTE	3/1-3/26/21 (20 days)	\$93.25 (per day)	\$1,865
Iraggi, Taylor	T PE/H CHS - .2 FTE	3/1-3/26/21 (20 days)	\$51.86 (per day)	\$1,037.20
Maggiore, Molly	T PE/H CHS - .2 FTE	3/1-3/26/21 (20 days)	\$67.76 (per day)	\$1,355.20
Pilone, Jr., Joseph	T PE/H CHS - .2 FTE	3/1-3/26/21 (20 days)	\$93.25 (per day)	\$1,865
Trieu, Johnathan	T PE/H CHS - .2 FTE	3/1-3/26/21 (20 days)	\$55.46 (per day)	\$1,109.20

D'Alessio, Tara	T SPED CHS - .2 FTE	3/1-3/26/21 (20 days)	\$93.25 (per day)	\$1,865
Kaller, Nichole	T SPED CHS - .2 FTE	3/1-3/26/21 (20 days)	\$76.26 (per day)	\$1,525.20
Keegan, William	T SPED CHS - .2 FTE	3/1-3/26/21 (20 days)	\$93.25 (per day)	\$1,865
Simon, Kenneth	T SPED CHS - .2 FTE	3/1-3/26/21 (20 days)	\$83.86 (per day)	\$1,677.20
Spina, Kathleen	T SPED CHS - .2 FTE	3/1-3/26/21 (20 days)	\$93.86 (per day)	\$1,877.20
Degioia, Damiana	T SPED CHS - .2 FTE	3/22-3/26/21 (5 days)	\$68.46 (per day)	\$342.30
Femenella, Matthew	T SPED CHS - .2 FTE	3/22-3/26/21 (5 days)	\$64.46 (per day)	\$322.30
Grasso, Linda	T SPED CHS - .2 FTE	3/22-3/26/21 (5 days)	\$83.55 (per day)	\$417.75
Regler, James	T SPED CHS - .2 FTE	3/22-3/26/21 (5 days)	\$63.16 (per day)	\$315.80
Stradford, Lynn	T SPED CHS - .2 FTE	3/22-3/26/21 (5 days)	\$98.95 (per day)	\$494.75
Pierre, Yves	T Math CHS - .2 FTE	3/1-3/26/21 (20 days)	\$86.46 (per day)	\$1,729.20
Barber, Kristin	T SCI/B CHS - .2 FTE	3/1-3/25/21 (10 days)	\$98.95 (per day)	\$989.50
Gallof, Pamela	T SPED CHS - .2 FTE	3/8-3/26/21 (8 days)	\$83.55 (per day)	\$668.40
Hannemann, Monika	T SCI/B CHS - .2 FTE	3/1-3/5/21 (3 days)	\$76.66 (per day)	\$229.98
Hatchell, Lucinda	T SPED CHS - .2 FTE	3/9-3/25/21 (7 days)	\$93.86 (per day)	\$657.02
Silver, Bianca	T SCI/B CHS - .2 FTE	3/2-3/4/21 (2 days)	\$68.26 (per day)	\$136.52
Steiner, Michael	T SCI/P CHS - .2 FTE	3/2-3/26/21 (10 days)	\$53.66 (per day)	\$536.60
Tedeschi, Chasity	T SCI/B CHS - .2 FTE	3/2-3/26/21 (10 days)	\$72.06 (per day)	\$720.60
Moran, Colleen	T SPED MM - .15 FTE	3/1-3/12/21 (10 days)	\$44.30 (per day)	\$443
Nicosia, Nicole	T SPED MM - .05 FTE	3/1-3/12/21 (10 days)	\$18.07 (per day)	\$180.70
Silva, Debra	T SPED/ELA MM - .2 FTE	3/1-3/12/21 (10 days)	\$93.25 (per day)	\$932.50
Vorona, Heather	T SPED MM - .2 FTE	3/1-3/12/21 (10 days)	\$64.46 (per day)	\$644.60
Tyson, Angela	<i>School Bus Aide DIST - .5 FTE</i>	<i>3/1-3/31/21 (36 hours)</i>	<i>\$9.78 (per hour)</i>	<i>\$352.08</i>

4124 K. STIPENDS

NAME	ASSIGNMENT	EFFECTIVE DATE	SALARY
Buzar, Marissa	Outdoor Track, Freshmen/Asst. Coach CHS – 1.0 FTE	3/1/21 6/30/21	\$3,811

4124 L. APPROVE JOB DESCRIPTIONS

NEW - Facilities Director

Assistant Food Services Director

Assistant Transportation Coordinator

Dispatcher

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

FACILITIES DIRECTOR

**MINIMUM
QUALIFICATIONS**

- Must possess a New Jersey Educational Facility Manager's certificate (NJSA 18A:17-49)
- Knowledge of plant operations and maintenance; custodial cleaning methods and procedures; heating and ventilation systems;
- Proper handling of hazardous waste materials.
- Familiarity with computerized HVAC systems.
- Experience with OSHA, AHERA, Fire Codes and Right to Know procedures.
- Ability to read, write and communicate effectively.
- Possess a valid New Jersey driver's license.
- Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

REPORTS TO

School Business Administrator

JOB GOAL(S)

To oversee day to day custodial and maintenance operations of District facilities and ensure a safe, clean, and comfortable school environment; manage projects timeline, priority, progress and completion approval; to carry out administrative tasks to include serving as the District point of contact for all Local, State and Federal compliance visits (Right to Know, PEOSH, annual Fire Marshall compliance inspections, Health Official inspections) as required; to maintain and operate the plant to the required standards.

**JOB RESPONSIBILITY AND
AUTHORITY**

Custodial and maintenance staff

PRIMARY RESPONSIBILITIES

1. Examine school sites on a regular basis to determine needed repairs and maintenance.
2. Establish and recommend priorities for repair projects.
3. Evaluate all submitted work orders and recommend assignments. Monitor progress of all work orders.
4. Assign and supervise maintenance teams to handle more involved projects.
5. Inspect schools on a regular to determine quality of cleaning effort.
6. Communicate all special needs (events) to the Contract Custodial Support Supervisor.
7. Act as liaison between various township and state offices; e.g. Fire Department, Board of Health, Right-to-know, HAZMAT etc.
8. Develop and maintain an inventory of maintenance equipment used at the district level.
9. Advise in the hiring of contractors to perform certain maintenance or repair services.
10. Maintain district guidelines on energy conservation and recycling.
11. Provide periodic in-service workshops for all maintenance personnel.
12. Coordinate annual Right-to-Know training.
13. Be readily available to the school district in the event of emergencies for snow removal, storm damage and/or vandalism.
14. Develop cost estimates of repair projects in terms of labor, material and overhead.
15. Provide work assignments and conduct random work site checks for safety and job completion.
16. Supervise the conduct of the district preventive maintenance program.
17. Conduct periodic visits to schools and visit principals to identify any special problems.
18. Perform other duties as may be assigned for the efficient operation of the school district.
19. Complete the annual comprehensive maintenance plan. Ensure all certifications remain updated as required by law. The certifications include but are not limited to fire inspections, elevator inspections, boiler inspections, lead testing, etc.
20. Facilitate and Monitor approved construction projects.

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: April 19, 2021

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

Assistant Food Services Director

MINIMUM QUALIFICATIONS

- BA in food service management or equivalent preferred.
- Two of more years experience in school food services.
- Knowledge of Horizon point of sales software.
- Experience in bulk satellite operations.
- Computer literate-Experience with Google and Microsoft Word & Excel

REPORTS TO

Director of Food Services

JOB GOAL(S)

To work closely with the Director of Food Services. The Assistant Director of Food Services will assist the Director of Food Services to oversee the daily operation of the district's food services

JOB RESPONSIBILITY AND AUTHORITY

Food service personnel and cafeteria staff

PRIMARY RESPONSIBILITIES

1. Examine school sites on a regular basis to determine needed repairs and maintenance.
2. Conform to all state and federal laws and regulations regarding school food service.
3. Maintain safety standards in conformance with state, federal and insurance regulations.
4. Recruit, train and supervise all food service personnel, and make recommendations on their employment, transfer, release, etc.
5. Assist in the development and administration of the contractual food service program to meet all the requirements of the daily program.
6. Maintain all District owned equipment and develop plans for preventive maintenance.
7. Collect all daily receipts and monies to be deposited to the district bank.
8. Produce all daily and monthly reports including but not limited to food production, inventory, state and federal monthly reports, progress reports, bank deposits, menus, financial profit and loss statements, etc.

Job Description

Title: Assistant Food Services Director

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9. Oversee point of sales system.

10. Other duties as assigned.

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.

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SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

525 Academy Street, Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

Assistant Transportation Coordinator

MINIMUM QUALIFICATIONS

Hold a CDL class B with Airbrakes, P & S endorsements
Ability to perform pre-trip safety inspections
Experience as a transportation assistant, dispatcher or driver
Experience developing bus routes
Excellent knowledge of Versa Trans (or other transportation routing software)
Computer literate-Experience with Google and Microsoft Word & Excel

REPORTS TO

Transportation Coordinator

JOB GOAL(S)

To work closely with the Transportation Coordinator and all Educational Service Commissions in the development and implementation of all bus and van routes for the district. The Assistant Coordinator will oversee the daily dispatch of our buses both in district and vendor operated. 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. Must be able to multitask. Ensure compliance with State and federal laws, rules, and regulations regarding school bus safety; providing periodic training in the proper use of emergency equipment; and the dissemination of industry best practices for avoiding accidents.

JOB RESPONSIBILITY AND AUTHORITY

Non-certified bus driver personnel

PRIMARY RESPONSIBILITIES

1. Maintain timely and effective communications with all schools to maximize operational efficiency.
2. Receive, review, and follow up with all correspondence in a timely and effective manner.
3. Act as point of contact for both in-district and out of district school personnel for the scheduling of all trip requests for field trips, athletic, and any other extra-curricular trips.
4. Maintain database of all trip destinations, updating directions from each school as necessary.
5. Assist in assigning drivers for routes and trips.
6. Assure that driver's records are current by providing the necessary paperwork (and assistance) for CDL's, medicals, criminal history review, driver abstracts, etc.
7. Ensure all confidential Transportation related files for drivers/bus aides required documentation are in accordance to statutory requirements and appropriately stored.
8. Maintain detailed records for each of the district-owned vehicles, from daily inspection sheets submitted by the drivers, through maintenance requests, to completed repair orders as necessary.
9. Maintain vehicle records pertaining to periodic maintenance and bi-annual state inspections.

Job Description

Title: Assistant Transportation Coordinator

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10. Prepare requisitions for purchases made by the Transportation Department.
11. Assist in maintaining existing routes as well as developing new routes.
12. Assist with State, County, and local reports, including accident reports
13. Prepare transportation reimbursements for eligible students attending other schools.
14. Drive an assigned route as warranted.
15. Performs other duties as assigned for efficient operation of transportation office.
16. Be available by telephone from 6:00am for drivers and aides needing emergency substitutes on school days and at hours necessary to accommodate district needs.
17. Inform the Transportation Coordinator, the Business Administrator, and the Superintendent about all emergency situations.
18. Provide professional development, including individualized behind the wheel training, to school bus drivers; and periodically accompanying school bus drivers on their appointed school bus routes.
19. Assist in the training of the bus drivers and the bus aides Assist with the coordination of driver/aide substitution and /or route modifications that may be caused by planned and unplanned absences.
20. Maintain records for all bus issues/accidents
21. Maintain records as required by policy, regulations or laws.
22. In the absence of the Transportation Coordinator, supervise the district's Transportation Department and all transportation department personnel.
23. Performs all other duties assigned by the Superintendent.

**WORKING RELATIONSHIPS
OF THE POSITION**

Maintains effective relationships with the Transportation Coordinator, drivers, aides, students, parents, teachers, co-workers

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: April 19, 2021

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

Dispatcher

MINIMUM QUALIFICATIONS

- Hold a CDL class B with Airbrakes, P & S endorsements
- Ability to perform pre-trip safety inspections
- Experience as a dispatcher or driver
- Experience developing bus routes
- Excellent knowledge of Versa Trans (or other transportation routing software)
- Computer literate-Experience with Google and Microsoft Word & Excel

REPORTS TO

Transportation Coordinator

JOB GOAL(S)

To work closely with the Transportation Coordinator and all Educational Service Commissions in the development and implementation of all bus and van routes for the district. The dispatcher will oversee the daily dispatch of our buses both in district and vendor operated. 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.

PRIMARY RESPONSIBILITIES

1. Maintain timely and effective communications with all schools to maximize operational efficiency.
2. Receive, review, and follow up with all correspondence in a timely and effective manner.
3. Act as point of contact for both in-district and out of district school personnel for the scheduling of all trip requests for field trips, athletics, and any other extra-curricular trips.
4. Maintain a database of all trip destinations, updating directions from each school as necessary.
5. Assist in assigning drivers for routes and trips.
6. Collect all confidential documentation related to drivers/bus aides Transportation related files as required in accordance to statutory requirements.
7. Maintain Transportation staff attendance records.
8. Maintain detailed records for each of the district-owned vehicles, from daily inspection sheets submitted by the drivers, through maintenance requests, to complete repair orders as necessary.
9. Maintain vehicle records pertaining to periodic maintenance and bi-annual state vehicle inspections.
10. Prepare requisitions for purchases made by the Transportation Department.

- 11.** Assist in maintaining existing routes as well as developing new routes.
- 12.** Assist with State, County, and local reports, including accident reports
- 13.** Drive an assigned route as warranted.
- 14.** Performs other duties as assigned for efficient operation of the transportation office.
- 15.** Be available by telephone from 6:00am for drivers and aides needing emergency substitutes on school days and at hours necessary to accommodate district needs.
- 16.** In the absence of the Transportation Coordinator and Assistant Transportation Coordinator, supervise the district's Transportation Department and all transportation department personnel.
- 17.** Performs all other duties assigned by the Transportation Coordinator.
- 18.** Inform the Transportation Coordinator, the Business Administrator, and the Superintendent about all emergency situations.

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.

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