

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY
Public Meeting, December 20, 2021
Personnel Fiscal Resolutions

FINAL RESOLUTION No. 4226

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

4226 A. MEMORIAL

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

Arlene Knight, former lunch aide passed away on December 5, 2021.

The Superintendent is asked to convey our condolences to the family and friends of Arlene Knight.

4226 B. RESIGNATIONS

NAME	ASSIGNMENT	EFFECTIVE DATE	YEARS IN DISTRICT
Beaubrun, Lakiesha	T SPED/ABA CLIN – 1.0 FTE	1/29/22	1
Conway, Hilary	School Nurse MM – 1.0 FTE	2/4/22	1
Hargrave-Kerns, Maureen	T SPED/INC CLIN – 1.0 FTE	2/11/22	1
Inn, Hee Sook	<i>T SPED/INC TUS – 1.0 FTE</i>	<i>12/23/21</i>	<i>.4</i>
Perez, Dr. Gretel	Asst. Supt. Access & Equity DIST – 1.0 FTE	1/17/22	1
Romain, Peter	Supervisor of Buildings & Grounds DIST – 1.0 FTE	11/30/21	3
Steindler, Philip	T SPED CHS – 1.0 FTE	1/29/22	8

4226 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
Anderson, Jacqueline	Library Media Specialist SM – 1.0 FTE	1/24/22 6/30/22	\$68,460*	Replacing Anina Rossen who resigned
Chatel, Allison	T SPED/INC CLIN – 1.0 FTE	2/18/22 6/30/22	\$64,460*	Replacing Shannon Colonna who resigned
Dickson, Casey	T SPED/ABA CLIN – 1.0 FTE	1/20/22 6/30/22	\$64,460*	Replacing LaKiesha Beaubrun who resigned

Dino, Dr. Jeffrey	<i>School and Community Safety Director DIST – 1.0 FTE</i>	1/24/22 6/30/22	\$100,000	<i>Replacing Dr. Thomas Shea who resigned</i>
Mendoza, Joseline	<i>School Social Worker CL/SM – 1.0 FTE</i>	2/22/22 6/30/22	\$68,460*	<i>Replacing Susan Betcher who retired</i>
Phelan, Cynthia	T Spanish SOM – 1.0 FTE	1/1/22 6/30/22	\$72,060*	Replacing Carla Dos Santos who has retired
Pierre-Le Bris, Elyssa	S4/10, Secretary MM – 1.0 FTE	1/4/22 6/30/22	\$51,449*	Replacing Michaia Brown who has retired
Post, Maryann	Clerical Aide SM – 1.0 FTE	1/4/22 6/30/22	\$33,183*	Replacing Treena Goodman who has resigned
Robinson, Nicole	T SPED/INC CHS – 1.0 FTE	12/21/21 6/30/22	\$65,460*	Replacing Calvin Richinsin who resigned

* SOMEA salary based on 2020-21 agreement

4226 D. CHANGE IN END DATE

NAME	ASSIGNMENT	OLD END DATE	NEW END DATE
Conde, Peter	LR T PE CLIN – 1.0 FTE	1/3/22	3/4/22
Pope-Forbes, Lauren	LR T 1 SMA – 1.0 FTE	12/10/21	2/24/22

4226 E. CHANGE IN START DATE

NAME	ASSIGNMENT	OLD START DATE	NEW START DATE
McGrath, Theresa	T 1 st /2 nd (Multiage) MAR – 1.0 FTE	1/4/22	1/31/22

4226 F. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Corino, Ashley	T Math SOM – 1.0 FTE	1/15/22-1/31/22 (Unpaid Childcare Leave)
Fleming, Aprell	T SPED CHS 1.0 FTE	12/21/21-1/26/22 (Paid Sick/Personal Days) 1/27/22-3/18/22 (Unpaid Medical Leave)
Giarratana, Jason	AV Tech DIST – 1.0 FTE	11/30/21-12/3/21 (Unpaid Medical Leave)
Inn, Hee Sook	T SPED/INC TUS - 1.0 FTE	12/2/21-12/23/21 (Unpaid Medical Leave)

Kelly, Lynn	T 1 st /2 nd (Multiage) SB 1.0 FTE	10/19/21-4/25/22 (Paid Medical leave) 4/26/22-6/30/22 (Unpaid Medical Leave)
Passanante, John	T SPED CHS – 1.0 FTE	11/29/21-12/17/21 (Unpaid FMLA)
Pomeranc, Deborah	T I SMA 1.0 FTE	12/7/21-1/7/22 (Unpaid FMLA) 1/10/22-2/18/22 (Unpaid Personal Leave)
Silvestri, Colleen	T SPED/INC TUS 1.0 FTE	10/21/21-1/12/22 (Paid Maternity Leave) 1/13/22-4/6/22 (Unpaid FMLA)
Williams, Ingrid	S4/12, Secretary (SPED) DIST – 1.0 FTE	12/16/21-3/31/22 (Unpaid Personal Leave)

4226 G. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Kaller, Nichole	T SPED/INC CHS - .2 FTE	11/1-11/30/21 (15 days)	\$76.26 (per day)	\$1,143.90
Obasi, Mabel	T SPED/INC CHS - .2 FTE	11/1-11/30/21 (15 days)	\$78.86 (per day)	\$1,182.90
Quinn, Robin	T SPED/INC CHS - .2 FTE	11/1-11/30/21 (15 days)	\$83.86 (per day)	\$1,257.90
Spina, Kathleen	T SPED/INC CHS - .2 FTE	11/1-11/30/21 (15 days)	\$93.86 (per day)	\$1,407.90
Stradford, Lynn	T SPED/INC CHS - .2 FTE	11/1-11/30/21 (15 days)	\$98.95 (per day)	\$1,484.25
Gallof, Pamela	T SPED CHS - .2 FTE	11/22-11/30/21 (5 days)	\$83.55 (per day)	\$417.75
Maser, Julia	T SPED SOM – 1.2 FTE	11/23/21 6/30/22	+\$12,492	\$74,952
Silva, Debra	AIT MM - .2 FTE	11/1-11/29/21 (14 days)	\$93.25 (per day)	\$1,305.50
Clyburn, Brian	School Counselor CHS - .2 FTE	11/1-11/30/21 (15 days)	\$83.86 (per day)	\$1,257.90
Fleming, Yolande	School Counselor CHS - .2 FTE	11/1-11/30/21 (15 days)	\$93.25 (per day)	\$1,398.75
Mooney-Chavez, Danielle	School Counselor CHS - .2 FTE	11/1-11/30/21 (15 days)	\$83.39 (per day)	\$1,250.85
Renelle, Stephanie	School Counselor CHS - .2 FTE	11/1-11/30/21 (15 days)	\$78.91 (per day)	\$1,183.65
Williams, Adrian	School Counselor CHS - .2 FTE	11/1-11/30/21 (15 days)	\$60.46 (per day)	\$906.90

Clem, Dallas	T PE/H CHS - .2 FTE	11/22-11/30/21 (5 days)	\$51.86 (per day)	\$259.30
Hurley, Pat	T PE/H CHS - .2 FTE	11/22-11/30/21 (5 days)	\$93.25 (per day)	\$466.25
Mobley, Gary	T PE/H CHS - .2 FTE	11/22-11/30/21 (5 days)	\$93.25 (per day)	\$466.25
Pilone, Joseph	T PE/H CHS - .2 FTE	11/22-11/30/21 (5 days)	\$98.95 (per day)	\$494.75
Shannon, Robert	T PE/H CHS - .2 FTE	11/22-11/30/21 (5 days)	\$93.25 (per day)	\$466.25
Brako, Samuel	<i>School Bus Driver DIST - .6 FTE</i>	<i>11/8/21 6/30/22</i>	<i>+\$557.60</i>	<i>\$35,092</i>
Charles, Karen	<i>School Bus Driver DIST - .6 FTE</i>	<i>11/8/21 6/30/22</i>	<i>+\$557.60</i>	<i>\$35,092</i>
Crespo, Marie	<i>School Bus Driver DIST - .6 FTE</i>	<i>11/8/21 6/30/22</i>	<i>+\$557.60</i>	<i>\$35,092</i>
Langley, Nicole	<i>School Bus Driver DIST - .6 FTE</i>	<i>11/9/21 6/30/22</i>	<i>+\$557.60</i>	<i>\$35,092</i>
Copeland, Jeanette	Clerical Aide JEFF – 1.0 FTE	10/26-11/23/21 (49 hours)	\$9.58 (per hour)	\$469.42
Araujo, Viviana	Bus Driver DIST - .6 FTE	9/18-10/22/21 (10 trips)	\$500.00	\$500.00
Garcia, Maria	Bus Driver DIST - .6 FTE	9/11-10/19/21 (10 trips)	\$500.00	\$500.00
Louis, Cans	Bus Driver DIST - .6 FTE	9/9-10/23/21 (10 trips)	\$500.00	\$500.00
Pierre-Louis, Renaud	Bus Driver DIST - .8 FTE	9/11-11/1/21 (10 trips)	\$500.00	\$500.00

4226 H. STIPEND

NAME	ASSIGNMENT	EFFECTIVE DATE	SALARY
Picillo, Nicholas	Asst./Freshman Coach, Wrestling CHS – 1.0 FTE	12/1/21 2/28/22	-\$3,811
Picillo, Nicholas	Asst./JV Coach, Wrestling CHS – 1.0 FTE	12/1/21 2/28/22	\$5,614

4226 I. JOB DESCRIPTION

Revised – Supervisor of Buildings & Grounds

4226 J. APPROVAL OF EMPLOYEE CONTRACTS THAT REQUIRE EXECUTIVE COUNTY SUPERINTENDENT APPROVAL (see attached approvals)

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

JOB DESCRIPTION

POSITION TITLE **SUPERVISOR OF BUILDINGS & GROUNDS**

**MINIMUM
QUALIFICATIONS**

- ❑ Possess a current Educational Facilities Manager Certificate (CEFM) issued by the NJ DOE or ability to obtain within two years
- ❑ High School Diploma or higher degree (preferred)
- ❑ Minimum of five (5) years supervisory experience in a school or commercial environment, demonstrating knowledge of plant operation, maintenance, and custodial management, and creating and implementing management plans; ability to supervise and coordinate activities of department staff
- ❑ Demonstrates knowledge of health and safety regulations, State and Federal OSHA, Right to Know, AHERA and purchasing
- ❑ Knowledge of HVAC software systems and controls
- ❑ Fireman's Black Seal License and valid New Jersey driver's license
- ❑ Additional licenses are preferred (i.e. plumber, electrician, CFC refrigeration certification)
- ❑ Demonstrated knowledge of architecture, school construction, engineering and plant operation, maintenance and management, and school safety. Ability to read/understand blueprints and bid specifications
- ❑ Superior attention to detail, communication and computer skills, ability to establish and maintain effective working relationships with staff, students, local union and the public
- ❑ In good physical and mental health. Physical stamina and safety awareness for job duties including ability to climb ladders, roof inspection, emergencies and snow removal, work in inclement weather, required to drive between buildings in the district and lift materials/equipment up to seventy-five (75) pounds
- ❑ Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO Director of Facilities

JOB GOAL(S) To provide students and staff with a physical environment that is clean, safe, and efficiently operated. To develop and execute a preventive maintenance program for all buildings, equipment and grounds so that full educational use is available at all times. To manage all district maintenance, repairs and construction/renovation projects.

PRIMARY RESPONSIBILITIES

1. Prepares Facility Plans as required by the district, county and state that outline upcoming facility needs, identify capital projects, and define necessary monetary and human resources to achieve district goals. Assists in the preparation of the district's Long Range Facilities Plan, with adherence to applicable Board policies.
2. Plans and schedules maintenance and repair requirements of the district's schools, offices, bus garage and grounds.
3. Assists in recruiting, screening, hiring, and evaluating all custodial, maintenance, grounds and seasonal staff. Assigns and supervises all custodial, maintenance, grounds and seasonal staff. Maintains balanced workloads for departmental personnel for the most effective operations.
4. Makes necessary arrangements for the replacement of absent departmental personnel throughout the district.
5. Recommends detailed specifications pertaining to supplies, materials, equipment, and local contract work.
6. Supervises and inspects the improvement and renovation work performed by outside contractors, verifies that the terms of all such contracts have been fulfilled, and verifies the completion of work to the Director of Facilities, or designee.
7. Recommends for purchase or rental of necessary equipment and supplies. Supervises the storage of supplies and equipment, and maintains adequate inventory records.
8. Keeps abreast of new work methods, procedures and equipment.
9. Remains current and knowledgeable on various HVAC software applications and control systems.
10. Conducts regular assessments of employee performance to ensure that high standards of workmanship, cleanliness, safety, and security are maintained.
11. Plans and implements a program of preventive maintenance that is consistent with manufacturer's specifications, warranties, and proper standards and practices.
12. Directs and /or performs tasks including painting, plumbing, electrical, carpentry and all other general building maintenance tasks to the buildings and grounds staff so as to ensure a safe and satisfactory condition.
13. Supervises and directs the removal of snow, ice, and other emergency conditions so that schools can be opened in a timely manner. This includes, but it not limited to, road surfaces, parking lots and walkways. Directly oversees district snow removal operations, and notifies the Director of Facilities on conditions.

Job Description

Title: Supervisor of Buildings & Grounds

Page 3 of 3

14. Inspects and maintains fire, alarm systems, and fire extinguishers on a regularly scheduled basis. Reports whenever an alarm is reported, and provides written report to the Director of Facilities within one business day thereof.
15. Directs departmental personnel in guarding against vandalism and destruction of property.
16. Is familiar with and ensures the district's compliance with all Federal/State/County/Local laws and regulations pertaining to safety (e.g. PEOSHA, Right-To-Know AHERA, Chemical Hygiene, Blood Borne Pathogens, Building and Fire Sub Codes, etc.
17. Meets on a regular basis with the Director of Facilities, school administrators, department personnel, and custodial liaison.
18. Prepares correspondence and reports as required by law and as requested by the Director of Facilities.
19. Possesses the ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of the position is required.
20. Knowledgeable in the use of technology to perform the duties of the position.
21. Maintains records as required by Board Policy or law.
22. Directs the preparation of playing fields, grounds, and other necessary indoor and outdoor facilities for athletics and other school activities.
23. Performs such other tasks and assumes such other responsibilities as the Director of Facilities or designee may assign.

TERMS OF EMPLOYMENT

12 Months

Salary as per Board 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: 12/4/1997

Revised: 12/20/21