

**DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**  
**Public Meeting, February 23, 2023**  
**Personnel Fiscal Resolutions**

**FINAL RESOLUTION No. 4410**

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

**4410 A. RETIREMENTS**

NAME	ASSIGNMENT	EFFECTIVE DATE	YEARS IN DISTRICT
<b>Marshall, Line</b>	T English CHS – 1.0 FTE	7/1/23	22
<b>Padalino, Stacey</b>	Academic Intervention Teacher SB – 1.0 FTE	7/1/23	31
<b>Terenzi, Mark</b>	T Science MM – 1.0 FTE	7/1/23	22.8

**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 2023 meetings.

**4410 B. RESIGNATION**

NAME	ASSIGNMENT	EFFECTIVE DATE	YEARS IN DISTRICT
<b>Carrier, Melissa</b>	School Social Worker MM/MONT – 1.0 FTE	4/3/23	.4
<b>Hibbard, Hans-Ethan</b>	<i>T Music (Strings)</i> <i>MM/SOM - .4 FTE</i>	<i>2/15/23</i>	<i>.6</i>
<b>Spagnuolo, Meghan</b>	<i>T SS</i> <i>SOM – 1.0 FTE</i>	<i>4/18/23</i>	<i>5</i>
<b>Emp. #4495</b>		<i>2/15/23*</i>	<i>3.11</i>

\* The district waives the sixty day contractual obligation.

**4410 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
<b>Falk, Suzanne</b>	T SPED/INC CHS 1.0 FTE	4/25/23 or sooner 6/30/23	\$95,885	Replacing Aaron Sartorio who resigned
<b>Murphy, Sheila</b>	Acting Principal SB – 1.0 FTE	2/6/23 TBD	\$134,076	While Shannon Glander is out on leave
<b>Taylor-Fox, E. Holly</b>	<i>Library Media Specialist</i> <i>SM</i> <i>1.0 FTE</i>	<i>4/25/23 or</i> <i>sooner</i> <i>6/30/23</i>	<i>\$85,885</i>	<i>Replacing Jacqueline</i> <i>Anderson who resigned</i>

**4410 D. 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>Calleo, Gina</b>	T 5 SB – 1.0 FTE	2/1/23 5/29/23	\$55,685	Filling in for Kristin Pei while out on leave
<b>Fuller, Tyler</b>	T Social Studies MM – 1.0 FTE	2/1/23 3/27/23	\$55,685	Filling in for Philip Yang while out on leave
<b>Richard, Zachary</b>	School Counselor CHS – 1.0 FTE	1/3/23 4/30/23	\$62,485	Filling in for Karissa Handler while out on leave

**4410 E. RESCIND 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
<b>Fenoaltea, RosaLia</b>	LR T SPED/INC TUS – 1.0 FTE	3/1/23 5/26/23	\$55,685	Filling in for Vanessa Wilson while out on leave

**4410 F. SUSPENSION**

NAME	EFFECTIVE DATE
<b>Employee #4468</b>	1/30/23 (w/pay)
<b>Employee #1850</b>	9/18/18-3/3/23 (w/pay)

**4410 G. CHANGE IN END DATE**

NAME	ASSIGNMENT	OLD END DATE	NEW END DATE
<b>Fenoaltea, RosaLia</b>	LR T SPED/POR MAR – 1.0 FTE	2/28/23	1/31/23
<b>Smith, Bernadine</b>	S4/12, Secretary SOM – 1.0 FTE	7/1/23	5/1/23

**4410 H. LEAVES OF ABSENCE**

NAME	ASSIGNMENT	EFFECTIVE DATE
<b>Andrews, Shawana</b>	Instructional Coach/Secondary DIST 1.0 FTE	12/28/22-2/28/23 (Paid Maternity Leave) 3/1/23-3/10/23 (Paid Vacation Days) 3/11/23-6/2/23 (Unpaid NJ FLA)
<b>Nelson, Joi</b>	T 1 TUS – 1.0 FTE	1/3/23-3/24/23 (Unpaid NJFLA)

<b>Stewart, Heru</b>	T 5 DB1.0 FTE	3/1/23-3/29/23 (Unpaid FMLA)
<b>Uche, Eleanya</b>	T Math MM – 1.0 FTE	2/6/23-3/31/23 (Unpaid FMLA)

**4410 I. SALARY ADJUSTMENTS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ADJUSTMENT</b>	<b>ACTUAL SALARY</b>
<b>Franza, Dana</b>	LDTC SOM - .2 FTE	1/9-2/28/23 (35 days)	\$86.02 (per day /17%)	\$3,010.86
<b>Moran, Colleen</b>	T SPED/INC MM - .2 FTE	2/1-28/23 (19 days)	\$72.43 (per day/20%)	\$1,376.17
<b>Simmons, Adam</b>	T SPED/INC MM - .2 FTE	2/1-28/23 (19 days)	\$81.21 (per day/20%)	\$1,542.99
<b>Cashel, Sally</b>	T SCI/Physics CHS - .2 FTE	2/27-28/23 (2 days)	\$81.21 (per day /20%)	\$162.42
<b>Post, Randall</b>	T SCI/Physics CHS - .2 FTE	2/27-28/23 (2 days)	\$74.98 (per day/20%)	\$149.96
<b>Silvestri, Anthony</b>	T SCI/Physics CHS - .2 FTE	2/27-28/23 (3 days)	\$119.92 (per day/20%)	\$239.84
<b>Wade, Kathleen</b>	T SCI/Physics CHS - .2 FTE	2/27-28/23 (2 days)	\$100.09 (per day/20%)	\$200.18
<b>Cahill, Allison</b>	T PE/H CHS - .2 FTE	2/6-28/23 (16 days)	\$96.55 (per day/17%)	\$1,544.81
<b>Pilone, Jr., Joseph</b>	T PE/H CHS - .2 FTE	2/6-28/23 (16 days)	\$101.93 (per day/17%)	\$1,630.94
<b>Williams, Christine</b>	Clerical Aide CLIN – 1.0 FTE	12/21-1/20/23 (74.25 hours)	\$9.00 (per hour)	\$668.25
<b>Bertani, Brad</b>	Asst. Principal TUS 1.0 FTE	1/3-1/27/23 (18 days)	\$150.00 (per day)	\$2,700.00

**4410 J. STIPEND**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>Canzonieri, Dianne</b>	<i>Asst. to the Principal SB – 1.0 FTE</i>	2/26/23 TBD	\$8,189
<b>Garcia, Michele</b>	<i>Intramural SOM – 1.0 FTE</i>	10/22/22 6/30/23	\$4,665 (pro-rated)
<b>Noble, Elysia</b>	<i>Intramural SOM – 1.0 FTE</i>	10/22/22 6/30/23	\$4,627.50 (pro-rated)
<b>Porter, Julie</b>	<i>Team Leader – School Nurse DIST – 1.0 FTE</i>	9/1/22 6/30/23	\$7,944
<b>Thomas, Jarell</b>	<i>Intramural SOM – 1.0 FTE</i>	9/1/22 10/21/22	\$4,665 (pro-rated)
<b>Whitaker, Thomas</b>	<i>Asst. to the Affirmative Action Officer DIST – 1.0 FTE</i>	9/1/22 6/30/23	\$8,935

**4410 K. APPROVE JOB DESCRIPTIONS**

NEW: Stipend – National Honor Society  
Stipend – Title IX Deputy Coordinator  
Stipend – Students for Justice  
Stipend – Step Club  
Stipend – Italian Club

REVISED: Stipend – School Nurse Leader

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

**JOB DESCRIPTION**

<b>POSITION TITLE</b>	<b>STIPEND: National Honor Society Advisor</b>
<b>MINIMUM QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• NJ Standard Teaching Certificate required</li><li>• This is a position to be filled by a full-time teacher.</li><li>• A proven ability to work with and provide leadership for colleagues</li><li>• Outstanding organizational skills</li><li>• Ability to perform duties both during and outside of the school day</li></ul>
<b>REPORTS TO</b>	Columbia High School Principal
<b>JOB RESPONSIBILITY</b>	The chapter adviser is the primary facilitator of all chapter activities and is a key factor in determining a chapter's success.

**PRIMARY RESPONSIBILITIES**

Chapter advisers:

- Supervise all functions of the Honor Society chapter on campus, including selection and induction of new members, completion of an annual chapter service project, and discipline/dismissal procedures.
- Serve as liaisons to the faculty, administration, student body, and community regarding matters related to the Honor Society.
- Liaise with Achieve to ensure NHS members provide tutoring for SOMSD students
- Maintain files for chapters, including membership records, chapter history, activities, selection procedures, membership obligation guidelines, chapter bylaws, and financial transactions.
- Review active chapter members on a regular basis for compliance with Honor Society standards and obligations.
- Work with chapter officers (which we don't have currently but would like to create) to assist them in their duties.
- Serve as a facilitator in a nonvoting capacity for all meetings of the faculty council.
- Meet with the school administration regularly to inform them about and provide opportunities to evaluate chapter activities.
- Review all chapter documents to ensure that the policies and procedures of the chapter are in compliance with the National Constitution and the NHS Handbook.
- Complete an annual survey reporting on the chapter's activities for the year to the national office.
- Assist principals in renewing affiliation with the national office each spring.

<b>TERMS OF EMPLOYMENT</b>	10 Months Stipend Position Salary as per SOMEA Agreement
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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:** February 23, 2023

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**STIPEND: Title IX Deputy Coordinator**

**MINIMUM QUALIFICATIONS**

- This is a position to be filled by a full-time teacher.
- A proven ability to work with and provide leadership for colleagues
- Outstanding organizational skills
- Ability to perform duties both during and outside of the school day

**REPORTS TO**

Assistant Superintendent for Access & Equity

**JOB GOAL(S)**

To assist the Title IX Coordinator in coordinating the district's compliance with its responsibilities under Title IX by developing and implementing PD and educational programs regarding discrimination and sexual harassment prevention, ensuring all staff and students understand their rights and, where applicable, responsibilities under the law. In addition, assist in overseeing and coordinating investigations, responses and resolutions to complaints, to include supervision of investigators and selection and training.

**PRIMARY RESPONSIBILITIES**

1. Assist in creating the Title IX taskforce.
2. Assist in coordinating and monitoring the District's compliance with Title IX and make recommendations for any appropriate changes.
3. Assist in maintaining confidential records and reports data as required.
  - a. Develop a record-keeping system for Title IX documents related to investigations, hearings, informal resolutions, supportive measures, other processes, and PD.
4. Oversee prevention efforts, particularly at the high school. Coordinate supportive measures to restore and/or preserve equal access to education program or activity.
5. Participate in the development and implementation of the district's sexual harassment policy. Be aware of new needs that may dictate revisions in existing policies or practices.
6. Assist faculty, counselors and administrators in complying with Title IX and when a need arises, plan remedial actions.
7. Train and/or assist with coordinating PD for all staff on Title IX compliance.
8. Share PD opportunities with the Title IX Taskforce [e.g., Investigators, Decision-makers and Appellate Decision-maker(s)].
9. Be knowledgeable of federal and state laws (e.g., ADA, Section 504, IDEA), regulations and policies prohibiting discrimination against all protected classes and on all equity issues; including HIB, and child abuse laws.
10. Attend state and national conferences for Title IX Coordinators and on gender equity issues, and share the information with local administrators, staff, and faculty.
11. May serve as a member of the District Data Team (DDT).
12. Assist in performing other duties as deemed necessary.

**TERMS OF EMPLOYMENT**

10 Months (+3 days in summer)  
Salary as per SOMEA Agreement

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**Initial Approval:** February 23, 2023

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

<b>POSITION TITLE</b>	<b>STIPEND: Students for Justice</b>
<b>MINIMUM QUALIFICATIONS</b>	Standard Instructional Certificate. Proficient knowledge Contemporary Issues
<b>REPORTS TO</b>	Supervisor of Athletics & Student Activities
<b>JOB RESPONSIBILITY</b>	To provide the student body the tools to advocate for issues that impact them.

**PRIMARY RESPONSIBILITIES**

1. Ensure compliance with BOE policies and regulations, including but not limited to, 2430-Equal Access to Student Organizations; 2431-School Sponsored Publications; 5820-Student Government; 5830-Pupil Fundraising; 5850-Social Events and Class Trips.
2. Ensure compliance with the charter/bylaws of the national chapter of the club, if applicable.
3. Provide for the efficient management of the organizational and operational needs of the club, including, but not limited to, scheduling of meetings, payment of dues and/or related fees, attendance at appropriate/approved workshops, meetings, etc.
4. Maintain an accurate roster of student members and take attendance at each meeting.
5. Organize events during the school year such as letter writing campaigns, peaceful organized protests, and community projects such as clothing collections for the needy.
6. Facilitate communications/partnerships amongst other cultural organizations.
7. Execute other duties as assigned/directed by administrator or supervisor as appropriate.

<b>EVALUATION</b>	Job performance will be evaluated by the Supervisor of Athletics & Student Activities
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<b>TERMS OF EMPLOYMENT</b>	10 Months Stipend Position Salary as per SOMEA Agreement
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**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**STIPEND: Step Club**

**MINIMUM  
QUALIFICATIONS**

Standard Instructional Certificate  
Proficient knowledge of Step Team Choreography and  
Organization.

**REPORTS TO**

Supervisor of Athletics & Student Activities

**JOB RESPONSIBILITY**

To entertain, give back through community service  
projects, develop a sense of pride, gain leadership skills,  
and develop a camaraderie between their teammates.

**PRIMARY RESPONSIBILITIES**

1. Ensure compliance with BOE policies and regulations, including but not limited to, 2430-Equal Access to Student Organizations; 2431-School Sponsored Publications; 5820-Student Government; 5830-Pupil Fundraising; 5850-Social Events and Class Trips.
2. Ensure compliance with the charter/bylaws of the national chapter of the club, if applicable.
3. Provide for the efficient management of the organizational and operational needs of the club, including, but not limited to, scheduling of meetings, transportation, payment of dues and/or related fees, attendance at appropriate/approved workshops, meetings, etc.
4. Maintain an accurate roster of student members and take attendance at each meeting.
5. Organize events during the school year such as performances and forums.
6. Facilitate communications/partnerships amongst other organizations.
7. Execute other duties as assigned/directed by administrator or supervisor as appropriate.

**EVALUATION**

Job performance will be evaluated by the Supervisor of  
Athletics & Student Activities

**TERMS OF EMPLOYMENT**

10 Months Stipend Position  
Salary as per SOMEA Agreement

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**Initial Approval:** February 23, 2023



**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

<b>POSITION TITLE</b>	<b>STIPEND: Italian Club</b>
<b>MINIMUM QUALIFICATIONS</b>	Standard Instructional Certificate Proficient knowledge of Italian Culture and Language
<b>REPORTS TO</b>	Supervisor of Athletics & Student Activities
<b>JOB RESPONSIBILITY</b>	To provide the student body the tools to introduce and extend topics in the classroom, community, and world to Italian Culture.

**PRIMARY RESPONSIBILITIES**

1. Ensure compliance with BOE policies and regulations, including but not limited to, 2430-Equal Access to Student Organizations; 2431-School Sponsored Publications; 5820-Student Government; 5830-Pupil Fundraising; 5850-Social Events and Class Trips.
2. Ensure compliance with the charter/bylaws of the national chapter of the club, if applicable.
3. Provide for the efficient management of the organizational and operational needs of the club, including, but not limited to, scheduling of meetings, payment of dues and/or related fees, attendance at appropriate/approved workshops, meetings, etc...
4. Maintain an accurate roster of student members and take attendance at each meeting.
5. Organize events during the school year such as documentary screenings, and/or a forum.
6. Facilitate communications/partnerships amongst other cultural organizations.
7. Execute other duties as assigned/directed by administrator or supervisor as appropriate.

<b>EVALUATION</b>	Job performance will be evaluated by the Supervisor of Athletics & Student Activities
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<b>TERMS OF EMPLOYMENT</b>	10 Months Stipend Position Salary as per SOMEA Agreement
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**Initial Approval:** February 23, 2023

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

**JOB DESCRIPTION**

**POSITION TITLE**

**STIPEND: School Nurse Leader**

**MINIMUM QUALIFICATIONS**

- NJ Standard School Nurse Certificate required.

**REPORTS TO**

Supervisor of Health, Physical Education & Nursing, K-12

**JOB RESPONSIBILITY**

The School Nurse Leader will provide nursing leadership within the District. The School Nurse Leader will serve as the liaison between the Department of Special Services and school administration, for purpose of supporting the organization and implementation of the district's educational goals; promoting an optimum level of wellness for students, families and staff.

**PRIMARY RESPONSIBILITIES**

1. Provide leadership for the K-12 school nurses by coordinating the activities and serving as a liaison between the team members, non-team members, the school administration, and the Director of Special Services.
2. Ensure timely completion and submission of required reports.
3. Meet regularly with the school nurse staff members, building and/or departmental administrators, and the Director of Special Services to coordinate activities.
4. Work with the District Substitute Service to provide substitute school nurses for staff absences and field trips.
5. Collaborate with School Nurses and Float Nurse(s) to create monthly schedule according to individual school's needs.
6. Perform all other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.

**TERMS OF EMPLOYMENT**

10 Months Stipend Position  
Salary as per SOMEA Agreement

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**Initial Approval:** July 16, 2018  
**Revised:** February 23, 2023