

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY
Public Meeting, August 29, 2024
Personnel Fiscal Resolutions

FINAL RESOLUTION No. 4646

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

4646 A. RESIGNATIONS

NAME	ASSIGNMENT	EFFECTIVE DATE	YEARS IN DISTRICT
Arthurs, Ariana	School Counselor CHS – 1.0 FTE	10/7/24	1.9
Gutierrez, Genelle	School Social Worker MM – 1.0 FTE	10/11/24	1.1
Ogando, Caroline	T Dance MM – 1.0 FTE	9/27/24	6.11
<i>Rice, Matthew</i>	<i>T SCI/Biology</i> <i>CHS – 1.0 FTE</i>	<i>10/26/24</i>	<i>3.1</i>
Robinson, Jody-Ann	T 3 CLIN – 1.0 FTE	9/26/24	3
Teng, Dr. Deborah	School Psychologist CHS – 1.0 FTE	9/27/24	7.10
Witrock, Michelle	T Spanish SOM – 1.0 FTE	10/11/24	9.1

4646 B. 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
<i>Adamczyk, Rachel</i>	<i>T 4</i> <i>CLIN – 1.0 FTE</i>	<i>9/16/24 or sooner</i> <i>6/30/25</i>	<i>\$81,385*</i>	<i>Replacing Allison Kessler-Slavin</i>
Beattie, Melissa	Treasurer of School Monies DIST – 1.0 FTE	8/30/24 6/30/25	\$12,000	Replacing Dana Sullivan who retired
Caspe, Howard	Social Worker (Non-CST) CHS – 1.0 FTE	9/1/24 6/30/25	\$64,985*	Replacing Zakiyya Jordan who resigned
<i>D'Andrea, Emidio</i>	<i>Interim Business Administrator</i> <i>DIST – 1.0 FTE</i>	<i>9/16/24</i> <i>6/30/25</i> <i>(3 days per week)</i>	<i>\$100.00</i> <i>per hour</i>	<i>Replacing Eric Burnside</i>
DeCeglie, + Mauro	T PreK/INC MONT – 1.0 FTE	TBD 6/30/25	\$57,985*	Replacing Taria Young who resigned
Dominguez, Leana	School Counselor MM – 1.0 FTE	10/28/24 or sooner 6/30/25	\$70,985*	Replacing Kevin Philemon who resigned
<i>Dymond, + Madison</i>	<i>Social Worker (CST)</i> <i>MAR/DB – 1.0 FTE</i>	<i>TBD</i> <i>6/30/25</i>	<i>\$64,985*</i>	<i>Replacing Grace O'Brien who resigned</i>

Facto, Kate	<i>Guidance Counselor CHS – 1.0 FTE</i>	<i>11/4/24 or sooner 6/30/25</i>	<i>\$103,880*</i>	<i>Replacing Ariana Arthur who resigned</i>
Franklin,+ Timothy	<i>Supervisor of SPED DIST – 1.0 FTE</i>	<i>10/1/24 6/30/25</i>	<i>\$125,640</i>	<i>Replacing Christin Mullen who resigned</i>
Garcia, Ana	T Music DB – 1.0 FTE	10/29/24 6/30/25	\$68,985*	Replacing Daniel Pasquale who resigned
Gesumaria, Kathleen	Asst. Supt. Special Services DIST – 1.0 FTE	9/1/24 6/30/25	\$175,000	Replacing Susie Budine who resigned
Mincer, Ebony	T SPED/INC MM – 1.0 FTE	9/1/24 6/30/25	\$92,785*	Filling the position she left in March 2024
Newman, Jessica	T PreK/ABA MONT – 1.0 FTE	9/1/24 6/30/25	\$74,585*	Replacing Toni Genuario who resigned
Obwoge, Lamech	Assistant Principal CHS – 1.0 FTE	8/19/24 6/30/25	\$128,673	Replacing Russell King who resigned
Peterson, + Richard	T Math CHS – 1.0 FTE	TBD 6/30/25	\$81,185*	Replacing Brenda Lizarraga who resigned
Rodrigues, Sabrina	School Psychologist MM – 1.0 FTE	9/1/24 6/30/25	\$68,785*	Replacing Lisa Kleitsch who resigned
Rustomji, Patience	T Art TUS – 1.0 FTE	9/1/24 6/30/25	\$70,985*	Replacing Andrew Dean who resigned
Ryan, Janie	T 1 DB – 1.0 FTE	9/1/24 6/30/25	\$68,985*	Replacing Christine Stewart who retired
Wagor, Benjamin	<i>T Social Studies CHS – 1.0 FTE</i>	<i>9/16/24 or sooner 6/30/25</i>	<i>\$91,585*</i>	<i>Replacing Kevin Seavers who resigned</i>
Winstead, Sjocquelyn	Director of Athletics & Student Activities CHS – 1.0 FTE	9/1/24 6/30/25	\$130,925	Replacing Richard Porfido who retired
Zabiega, Andrew	<i>Assistant School Business Administrator DIST – 1.0 FTE</i>	<i>TBD 6/30/25</i>	<i>\$120,000</i>	<i>Replacing Andrea DelGuercio who retired</i>

* Salary based on the SOMEA 2023-24 salary guide
 + Pending receipt of appropriate NJ Certification

4646 C. 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
Doblovsky, Nicholas	<i>LR T Social Studies MM – 1.0 FTE</i>	<i>9/16/24 or sooner 12/6/24</i>	<i>\$61,585*</i>	<i>Filling in while Joseph Meola is out on leave</i>
Bell, Krista	LR T 4 TUS – 1.0 FTE	9/1/24 11/12/24	\$73,585*	Filling in while Colleen Silvestri is out on leave
Contaldi, Kyle	LR T 4 SB – 1.0 FTE	9/16/24 2/17/25	\$57,985*	Filling in while Julie Ann Curley is out on leave
Minaian, Laura	LR T Art SB – 1.0 FTE	9/1/24 5/31/25	\$61,585*	Filling in while Laura Kruglinski is on leave
Neary,+ Kelsey	LR T 3 SM – 1.0 FTE	TBD 1/31/25	\$64,985*	Filling in while Amy Simon is out on leave

Rosario, Bryanna	LR T Lang. Arts SOM – 1.0 FTE	9/1/24 6/19/25	\$57,985*	Filling in for Kyndell Pierce
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* Salary based on the SOMEA 2023-24 salary guide
 + Pending receipt of appropriate NJ Certification

4646 D. 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
McCullough, William	T Industrial Arts CHS – 1.0 FTE	9/1/24 6/30/25	\$92,785*	Replacing Noah Brauner who retired
Snyder, Caroline	T Art TUS – 1.0 FTE	9/1/24 6/30/25	\$61,585*	Replacing Andrew Dean who resigned

4646 E. SUSPENSION

NAME	EFFECTIVE DATE
Employee #4599	9/1/24-6/30/25 (Unpaid and without benefits)

4646 F. CHANGE IN START DATE

NAME	ASSIGNMENT	OLD START DATE	NEW START DATE
Amato, Brielle	LR T Elem (KDG) TUS – 1.0 FTE	8/29/24	9/1/24
Draper, Eshaya	Multi-Media Communications Specialist DIST – 1.0 FTE	8/29/24 or sooner	8/26/24
Erdman, Lauren	LR T Elem (Gr. 2) SM – 1.0 FTE	8/29/24	9/1/24
Goodstone, Seth	T Math MM – 1.0 FTE	8/29/24	9/1/24
Hood, Miranda	LR T Elem (Gr. 5) SM – 1.0 FTE	8/29/24	9/1/24
Paquette, Destiny	LR T Elem (Gr. 2) SM – 1.0 FTE	8/29/24	9/1/24
Pryor, Sydney	LR T Elem (KDG) SB – 1.0 FTE	8/29/24	9/1/24
Wilson, Claire	T Music SOM – 1.0 FTE	8/29/24	9/1/24

4646 G. TRANSFERS/REASSIGNMENTS

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE DATE
Nicosia, Nicole	T SPED/INC&POR MM – 1.0 FTE	School Psychologist CHS – 1.0 FTE	TBD 6/30/25
Ris, Elana	<i>Academic Intervention (Math)</i> <i>SB – 1.0 FTE</i>	<i>T SPED/INC (KDG)</i> <i>SB – 1.0 FTE</i>	9/1/24 6/30/25
Simpson, Marjhani	T SPED/INC MM – 1.0 FTE	T SPED/LLD MM – 1.0 FTE	9/1/24 6/30/25
Tapia-Vargas, Arelis	Social Worker (Non-CST) CLIN – 1.0 FTE	Social Worker-Reg. Ed./Field Supv CHS – 1.0 FTE	10/1/24 6/30/25

4646 H. LEAVES OF ABSENCE

NAME	ASSIGNMENT	EFFECTIVE DATE
Femenella, Matthew	T SS CHS – 1.0 FTE	9/3/24-11/25/24 (Unpaid NJ FLA)
Formichella, Michael	T PE/H SOM – 1.0 FTE	9/3/2024-9/26/24 (Unpaid FMLA)
Manikad, Marites	T Math MM 1.0 FTE	9/3/24-10/15/24 (Unpaid NJ FLA) 10/16/24-12/31/24 (Unpaid Personal Leave)
Meola, Joseph	T SS MM – 1.0 FTE	9/16/24-12/6/24 (Unpaid NJ FLA)
Simon, Amy	T 3 SM – 1.0 FTE	9/3/24-1/31/25 (Paid Medical Leave)
Stokes, Katherine	T SPED/INC SM 1.0 FTE	9/1/24-9/10/24 (Paid Maternity Leave) 9/11/24-12/3/24 (Unpaid FMLA) 12/4/24-6/30/25 (Unpaid Childcare Leave)
Van Wert, Cynthia	T SPED/EBR TUS 1.0 FTE	9/1/24-9/10/24 (Unpaid NJ FLA) 9/11/24-6/30/25 (Unpaid Childcare Leave)

4646 I. STIPENDS

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Pociask, Elizabeth	Asst/JV. Coach, Soccer Girls CHS – 1.0 FTE	9/1/24 11/30/24	\$5,614
Maggiore, Molly	Freshman/Asst. Coach Field Hockey CHS – 1.0 FTE	9/1/24 11/30/24	-\$3,811

Bernard-Awume, Joana	Step Club CHS – 1.0 FTE	9/1/24 6/30/25	\$3,223
Dyer, James	<i>Subject Leader: ELA HS</i> CHS – 1.0 FTE	9/1/24 6/30/25	\$3,335
Johnson, Monica	<i>Subject Leader: ELA MS</i> MM – 1.0 FTE	9/1/24 6/30/25	\$3,335
Rowe, Amy	<i>Subject Leader: ELA MS</i> SOM – 1.0 FTE	9/1/24 6/30/25	\$3,335
Meng, Liping	F.L.E.S Advisor CHS - .5 FTE	9/1/24 6/30/25	\$2,257
Pena Pascual, Raysa	F.L.E.S Advisor CHS - .5 FTE	9/1/24 6/30/25	\$2,257
Abella, Linda	Team Leader, 6A SOM – 1.0 FTE	9/1/24 6/30/25	\$5,944
Squires, Jessica	Team Leader, 6B SOM – 1.0 FTE	9/1/24 6/30/25	\$5,944
Keegan, Laura	Team Leader, 6C SOM – 1.0 FTE	9/1/24 6/30/25	\$5,944
Guastella, Frank	Team Leader, 7A SOM – 1.0 FTE	9/1/24 6/30/25	\$5,944
Chirlo, Nicole	Team Leader, 7B SOM – 1.0 FTE	9/1/24 6/30/25	\$5,944
LiPuma, Elizabeth	Team Leader, 7C SOM – 1.0 FTE	9/1/24 6/30/25	\$5,944
McGlotten, Lynn	Team Leader, 8A SOM – 1.0 FTE	9/1/24 6/30/25	\$5,944
Elson, Anna	Team Leader, 8B SOM – 1.0 FTE	9/1/24 6/30/25	\$5,944
Rowe, Amy	Team Leader, 8C SOM – 1.0 FTE	9/1/24 6/30/25	\$5,944
Pasquale, Chelsea	Orchestra SOM - .5 FTE	9/1/24 6/30/25	\$1,661.50
Wilson, Claire	Orchestra SOM - .5 FTE	9/1/24 6/30/25	\$1,611.50
Ezzo, Jacob	Choral SOM – 1.0 FTE	9/1/24 6/30/25	\$3,323
Cadet, Jason	Model UN SOM – 1.0 FTE	9/1/24 6/30/25	\$2,834
Barnhart, Joanna	Student Council SOM – 1.0 FTE	9/1/24 6/30/25	\$2,834
DeLeon, Christina	Newspaper SOM - .5 FTE	9/1/24 6/30/25	\$1,367
Hillman, Brandon	Newspaper SOM - .5 FTE	9/1/24 6/30/25	\$1,367
Catalano, Giulia	Yearbook SOM – 1.0 FTE	9/1/24 6/30/25	\$2,834
Shoats, SantaMaria	MLKA SOM - .5 FTE	9/1/24 6/30/25	\$1,380
Noble, Elyssa	MLKA SOM - .5 FTE	9/1/24 6/30/25	\$1,380
	Intramural SOM – 1.0 FTE	9/1/24 6/30/25	\$9,594

Chirlo, Nicole	Science Fair SOM – 1.0 FTE	9/1/24 6/30/25	\$3,323
Wyche, Rhonda	Elementary Subject Leader: ELA MAR – 1.0 FTE	9/1/24 6/30/25	\$3,335
Rotondo, Stephanie	Elementary Subject Leader: Math MAR – 1.0 FTE	9/1/24 6/30/25	\$3,335
Barr, Tanya	Bus Duty MAR - .33 FTE	9/1/24 6/30/25	\$1,269.75
Grosholz, Marc	Bus Duty MAR - .33 FTE	9/1/24 6/30/25	\$1,269.75
Grutta, Ashley	Bus Duty MAR - .33 FTE	9/1/24 6/30/25	\$1,269.75
Intile, April	Bus Duty MAR - .33 FTE	9/1/24 6/30/25	\$1,269.75
Kaplus, Deb	Bus Duty MAR - .33 FTE	9/1/24 6/30/25	\$1,269.75
Martin, Shira	Bus Duty MAR - .33 FTE	9/1/24 6/30/25	\$1,269.75
Martinez, Josue	Bus Duty MAR - .33 FTE	9/1/24 6/30/25	\$1,269.75
Scates, Jennifer	Bus Duty MAR - .33 FTE	9/1/24 6/30/25	\$1,269.75

4646 J. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Pierce, Kyndell	Acting Assistant Principal MAR – 1.0 FTE	7/26/24 TBD	+\$1,606	\$108,679

4646 K. CURRICULUM WRITERS (see attached)

4646 L. APPROVE JOB DESCRIPTION (see attached)

New: Preschool Fiscal Specialist.
 Preschool Relief Teacher
 Stipend Position - Counselor Leader Grade 6-12

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

JOB DESCRIPTION

POSITION TITLE

PRESCHOOL FISCAL SPECIALIST

**MINIMUM
QUALIFICATIONS**

- ❑ Bachelor's Degree in business administration/accounting from an accredited college or university
- ❑ Three-Five years' experience in auditing, budgeting, and accounting, preferably in school or government
- ❑ Must be computer literate and proficient in Microsoft, Excel, and Microsoft Word
- ❑ Ability to establish and maintain effective working relationships with employees and the general public
- ❑ Ability to maintain essential records and files.
- ❑ Familiar with program requirements, administrative code, program implementation and budget guidelines and the preschool contract

REPORTS TO

Director of Early Childhood

JOB GOAL(S)

PRIMARY RESPONSIBILITIES

1. Audits the financial records of Early Childhood Centers who provide service to District preschool students. Reviews findings with Centers and the Director of Early Childhood; and makes recommendations to the Director of Early Childhood and Business Administrator for adjustments to be made
2. Prepares projections of expenditures from providers' budgets and makes recommendations to the Director of Early Childhood and Business Administrator for any adjustments to budgets or payments
3. Reviews monthly attendance and payment vouchers submitted by providers and makes appropriate adjustments based on Early Childhood Guidelines
4. Assist in the preparation of the annual Early Childhood Plan
5. Maintains a proper audit trail and documentation for expenditures, adjustments to payment, budget, and budget adjustments for Early Childhood. Responsible for collecting and reporting teacher tracking and certification information. Maintains all records in accordance with record retention requirements
6. Assist the Director of Early Childhood with district purchase orders to ensure accuracy and communicates regarding account status
7. Provides technical assistance to those charged with the keeping of financial records at community provider agencies

- 8.** Communicates with the Director of Early Childhood and Community Provider Agencies to ensure the proper use and reporting of funds
- 9.** Prepares quarterly wrap around expenditure reports
- 10.** Communicates with providers about the increased flexibility in budgeting and spending
- 11.** Performs analysis of QER and annual external audits from OFAC to ensure monies are spent as intended per budget appropriations
- 12.** Analyzes budgets to ensure conformity with DOE regulations (FTE/salary analysis, indirect costs, material/supplies, etc.)
- 13.** Executes timely actions once financial, legal, or contractual discrepancies have been discovered during the regular course of monitoring (e.g. provides formal notification to supervisor, seeks additional information/documentation, alerts appropriate DOE/DHS authorities, develops and monitors progress of CAP's as a result of an audit or limited review examination)
- 14.** Provides training and assistance to providers on budget development, accounting, and expense reporting
- 15.** Analyzes QER shortly after submission, allowing for the timely recoument of funds based on actual expenditures
- 16.** Conducts onsite visits of providers to check enrollment, supplies, staffing, etc., as part of their monitoring and oversight of budgets
- 17.** Other duties assigned by the Director of Early Childhood

TERMS OF EMPLOYMENT

12 Months
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: August 29, 2024

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

PRESCHOOL RELIEF TEACHER

**MINIMUM
QUALIFICATIONS**

- ❑ Teacher certification in Preschool through Grade 3 and Special Education
- ❑ Three to five years of experience in areas related to early childhood education and special education
- ❑ Experience in implementing developmentally appropriate preschool curricula
- ❑ Experience with performance-based assessments (e.g., Teaching Strategies GOLD)
- ❑ Demonstrate ability to perform the areas of responsibility

REPORTS TO

Director of Early Childhood

PRIMARY RESPONSIBILITIES

1. To work in conjunction with Preschool staff, the Preschool Relief Teacher is responsible for supporting the teacher to provide a class environment and instructional program that is conducive to student learning and growth in accordance with the curriculum
2. Provides coverage to preschool staff daily
3. Assists with the supervision of children during regular play periods
4. Escorts and assists the children as necessary; tends to physical needs of students which may include toileting, dressing, and feeding
5. Works with students individually, in small groups, or large groups to reinforce learning materials or skills initially introduced by the teacher
6. Assists with creating an atmosphere that is conducive to learning and appropriate to the maturity and interests of the students
7. Assists the teacher in guiding the learning process (consistent with the course of study) toward the achievement of curriculum goals and objectives and communicating these goals and objectives to the students
8. Plan, implement and assess utilizing developmentally appropriate curriculum and assessments that advances all areas of children' learning and development, including social, emotional, behavioral, intellectual, music and movement, and physical competence
9. Communicates with colleagues, students, and families
10. Participates in Child Study Team meetings as assigned

Job Description

Title: Preschool Relief Teacher

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- 11.** Establish supportive relationships with children and implement developmentally appropriate techniques of structure, guidance and class management
- 12.** Seeks opportunities to work collaboratively with colleagues as a member of an instructional team
- 13.** Plans and paces lessons that reflect a learning environment aligned with ECERS-3 guidelines and the Preschool Teaching and Learning Standards
- 14.** May provide preparation time and lunch coverage to preschool teachers as needed; may travel between buildings
- 15.** Performs other duties that may be assigned by his/her superior(s) under authority of the Board of Education

TERMS OF EMPLOYMENT

10 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: August 29, 2024

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

STIPEND: 6-12 COUNSELOR LEADER

MINIMUM QUALIFICATIONS

- This is a non-administrative position to be filled by a full-time counselor in the school where he/she will serve
- NJ Certified School Counselor
- Master's Degree in School Counseling or related field
- Proven experience as a counselor
- Proven experience in a counseling leadership role
- Outstanding organizational and communication skills
- Proven ability to work with colleagues
- Ability to perform duties both during and outside of the school day
- Commitment to Diversity, Equity, Inclusion, and Belonging

REPORTS TO

Building Principal and/or Director of Curriculum and Instruction

JOB GOAL(S)

- To serve as a liaison between the Counseling department and the school to which the individual is assigned for the purpose of supporting the organization and implementation of counseling supports for students
- To assist other counselors in the school to which the individual serves with school-based activities
- To gather and organize data regarding student social emotional and academic well-being as needed

PRIMARY RESPONSIBILITIES

- 1.** Provide leadership and guidance to a team of counselors in development and implementation of programming, scheduling, and in delivering academic support to students in grades 6-8 and/ or 9-12
- 2.** Collaborate with administrators and/or department supervisors to address scheduling issues effectively
- 3.** Work collaboratively with the data department to oversee classroom sizes, study hall allocations, and the distribution of grade reports to department and counselors
- 4.** Coordinate the counseling annex and other programming, focusing on meeting the academic and social-emotional needs of the school community
- 5.** Facilitate collaboration with the Intervention & Referral Services (I & RS) team to support student success
- 6.** Create appropriate and ongoing communication with parents and students as to counseling services and programs

Job Description

Title: Stipend Position: 6-12 COUNSELOR LEADER

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7. Maintain linkage between the guidance program and other program areas, as well as and between other professional community groups
8. Remain abreast of research in guidance and counseling and define the educational conditions under which such developments should be considered in the district.

TERMS OF EMPLOYMENT

10 Months

Salary as per SOMEA Agreement

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Initial Approval: August 29, 2024