FINAL RESOLUTION No. 3806

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

3806  A. MEMORIAL

BE IT RESOLVED that the Board of Education approve the following memorials:

Michael L. Cabot, Jr. retired Assistant Principal and teacher passed away on November 23, 2018.

The Superintendent is asked to convey our condolences to the family and friends of Michael Cabot Jr.

3806  B. RETIREMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Giladi, Beth</td>
<td>Social Worker (Non-CST)</td>
<td>12/1/18</td>
</tr>
<tr>
<td></td>
<td>TUS – 1.0 FTE</td>
<td></td>
</tr>
<tr>
<td>Weigel, Edward</td>
<td>Maintenance</td>
<td>7/1/19</td>
</tr>
<tr>
<td></td>
<td>DIST – 1.0 FTE</td>
<td></td>
</tr>
</tbody>
</table>

Background

Ms. Giladi faithfully served in the public schools of South Orange and Maplewood for 20 years. Mr. Weigel faithfully served in the public schools of South Orange and Maplewood for 19 years. In appreciation of their contributions to the educational welfare of this community; they will be given recognition at one of the June 2019 meetings.

3806  C. RESIGNATIONS

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fagioli, Katherine</td>
<td>T SPED/INC</td>
<td>12/12/18</td>
</tr>
<tr>
<td></td>
<td>CL/MAR – 1.0 FTE</td>
<td></td>
</tr>
<tr>
<td>Iromuanya, Chitura</td>
<td>T SPED/INC</td>
<td>1/29/19</td>
</tr>
<tr>
<td></td>
<td>SOM – 1.0 FTE</td>
<td></td>
</tr>
<tr>
<td>Jackson, Toi</td>
<td>T SS</td>
<td>1/25/19</td>
</tr>
<tr>
<td></td>
<td>MM – 1.0 FTE</td>
<td></td>
</tr>
<tr>
<td>Nwigwe, Abie</td>
<td>School Social Worker (Non-CST)</td>
<td>2/11/19</td>
</tr>
<tr>
<td></td>
<td>JEFF – 1.0 FTE</td>
<td></td>
</tr>
<tr>
<td>Russell, Kristin</td>
<td>LDTC</td>
<td>1/18/19</td>
</tr>
<tr>
<td></td>
<td>CHS - .4 FTE</td>
<td></td>
</tr>
<tr>
<td>Zambrano, Rebecca</td>
<td>T Preschool/INC</td>
<td>1/11/19</td>
</tr>
<tr>
<td></td>
<td>MONT – 1.0 FTE</td>
<td></td>
</tr>
</tbody>
</table>

Background

Ms. Fagioli is resigning to assume home duties.
Ms. Iromuanya, Ms. Nwigwe and Ms. Zambrano are each resigning for personal reasons.
Ms. Jackson and Ms. Russell are both resigning to accept positons in other districts.
3806 D. APPOINTMENTS
(This employment is conditional and subject to the disclosure requirement; pending compliance with NJ Public Law 2018, Chapter 5)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
<th>ACTUAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barlow, Sarah</td>
<td>1st Grade Teacher</td>
<td>1/18/19</td>
<td>$56,903*</td>
</tr>
<tr>
<td>Groves-Johnson, Monica</td>
<td>T English</td>
<td>1/2/19</td>
<td>$83,669*</td>
</tr>
<tr>
<td>Kanter, Tara</td>
<td>T Art</td>
<td>1/22/19</td>
<td>$17,282*</td>
</tr>
<tr>
<td>Martinez, Dorota</td>
<td>SAC</td>
<td>2/4/19</td>
<td>$76,263*</td>
</tr>
<tr>
<td>Meola, Joseph</td>
<td>T SS</td>
<td>1/2/19</td>
<td>$53,304*</td>
</tr>
<tr>
<td>Paruag, Marlon</td>
<td>Maintenance</td>
<td>1/21/19</td>
<td>$52,071*</td>
</tr>
<tr>
<td>Sousa, Carisa</td>
<td>T Math</td>
<td>1/2/19</td>
<td>$51,820*</td>
</tr>
<tr>
<td>Subbie, Katherine</td>
<td>T SPED/INC</td>
<td>1/22/19</td>
<td>$50,565*</td>
</tr>
</tbody>
</table>

Background

Ms. Barlow is replacing Evangelina Rodriguez, who is resigning.
Ms. Groves-Johnson is replacing Jennifer Carlson, who is resigning. This appointment is pending receipt of NJ Certification.
Ms. Kanter is replacing Katherine Subbie, who is being reassigned.
Ms. Martinez is replacing Judith Cohen, who is retiring.
Mr. Meola is replacing Toi Jackson, who is resigning.
Mr. Paruag is replacing Steve McEwan, who retired.
Ms. Sousa is replacing Elizabeth Schwartz, who is resigning.
Ms. Subbie is replacing Katherine Fagioli, who has resigned.

3806 E. LEAVE REPLACEMENT APPOINTMENT
(This employment is conditional and subject to the disclosure requirement; pending compliance with NJ Public Law 2018, Chapter 5)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
<th>ACTUAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheeler, Laura</td>
<td>T 3</td>
<td>1/1/19</td>
<td>$55,610*</td>
</tr>
<tr>
<td></td>
<td>SM – 1.0 FTE</td>
<td>6/30/19</td>
<td></td>
</tr>
</tbody>
</table>

Background

Ms. Wheeler will be filling in for Marites Manikad, while she is out on childcare leave.

3806 F. CHANGE IN START DATE

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>OLD START DATE</th>
<th>NEW START DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robinson, Erica</td>
<td>School Bus Aide</td>
<td>11/20/18</td>
<td>11/27/18</td>
</tr>
<tr>
<td></td>
<td>DIST - .5 FTE</td>
<td>6/30/19</td>
<td>6/30/19</td>
</tr>
</tbody>
</table>
### 3806 G. TRANSFER/REASSIGNMENT

<table>
<thead>
<tr>
<th>NAME</th>
<th>OLD ASSIGNMENT</th>
<th>NEW ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeSarno, Mary</td>
<td>Academic Intervention Teacher</td>
<td>Academic Intervention Teacher</td>
<td>11/26/18</td>
</tr>
<tr>
<td></td>
<td>SB – 1.0 FTE</td>
<td>SB/MAR – 1.0 FTE</td>
<td>6/30/19</td>
</tr>
</tbody>
</table>

### 3806 H. SALARY ADJUSTMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
<th>ADJUSTMENT</th>
<th>ACTUAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadorette, Catherine</td>
<td>Clerical Aide SB 1.0 FTE</td>
<td>9/28/18 12/6/18 (35.5 hours)</td>
<td>$9.17 (per hour)</td>
<td>$325.53</td>
</tr>
<tr>
<td>Copeland, Jeanette</td>
<td>Clerical Aide JEFF - 1.0 FTE</td>
<td>11/27/18 12/21/18 (7 hours)</td>
<td>$10.85 (per hour)</td>
<td>$75.95</td>
</tr>
<tr>
<td>Fox, Mara</td>
<td>LDTC JEFF/MAR - .2 FTE</td>
<td>9/3/18 12/21/18</td>
<td>+$15,252.60</td>
<td>$91,151</td>
</tr>
<tr>
<td>Henry, Valencia</td>
<td>School Social Worker MM .2 FTE</td>
<td>11/12/18 12/7/18 (18 days)</td>
<td>$60.70 (per day)</td>
<td>$1,092.69</td>
</tr>
<tr>
<td>Hurley, Pat</td>
<td>T PE CHS – 1.2 FTE</td>
<td>11/12/18 1/25/19</td>
<td>+$17,925</td>
<td>$110,050</td>
</tr>
<tr>
<td>Maebert, Stacey</td>
<td>S3/10, Secretary SM 1.0 FTE</td>
<td>11/6/18 11/29/18 (79.5 hours)</td>
<td>$2.44 (per hour)</td>
<td>$193.98</td>
</tr>
<tr>
<td>Rigg, Jayne</td>
<td>LDTC MM .2 FTE</td>
<td>11/12/18 12/7/18 (18 days)</td>
<td>$85.04 (per day)</td>
<td>$1,530.70</td>
</tr>
<tr>
<td>Ritchwood, Sandra</td>
<td>S3, Secretary SOM 1.0 FTE</td>
<td>11/14/18 11/21/18 (30.5 hours)</td>
<td>$2.44 (per hour)</td>
<td>$96.38</td>
</tr>
<tr>
<td>Robertson, Erica</td>
<td>School Bus Aide DIST - .5 FTE</td>
<td>11/27-30/18 (8 hours)</td>
<td>$7.17 (per hour)</td>
<td>$57.36</td>
</tr>
<tr>
<td>Robinson, Kathleen</td>
<td>Clerical Aide CLIN 1.0 FTE</td>
<td>11/20/18 12/7/18 (9 hours)</td>
<td>$9.17 (per hour)</td>
<td>$82.53</td>
</tr>
<tr>
<td>Speth, Gregory</td>
<td>School Psychologist JEFF/MAR - .2 FTE</td>
<td>9/3/18 12/21/18 (39 hours)</td>
<td>+$19,082.40</td>
<td>$114,494</td>
</tr>
<tr>
<td>Tyson, Angela</td>
<td>School Bus Aide DIST - .8 FTE</td>
<td>11/1-30/18 (39 hours)</td>
<td>$8.34 (per hour)</td>
<td>$325.26</td>
</tr>
</tbody>
</table>

**Background**

Ms. Cadorette, Ms. Copeland, Ms. Maebert, Ms. Ritchwood, and Ms. Robinson are each being compensated for the hours they filled in as school secretary.

Ms. Fox and Mr. Speth are each being compensated for picking up an additional workload until a new hire starts.

Ms. Henry and Ms. Rigg are each being compensated for picking up an additional workload while Sophia Mui, is out on maternity leave and until the replacement starts.

Mr. Hurley is being compensated for teaching a sixth class for Quarter 2.

Ms. Robertson is being compensated for the hours she filled in as bus driver.

Ms. Tyson is being compensated for the hours she filled in as school bus driver.
### 3806 I. STIPENDS

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>EFFECTIVE DATE</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fredas, Elizabeth</td>
<td>Safety Patrol CLIN – 1.0 FTE</td>
<td>1/1/19, 6/30/19</td>
<td>$3,386</td>
</tr>
<tr>
<td>Stewart, Ezra</td>
<td>Team Leader, Gr. 6 MM – 1.0 FTE</td>
<td>1/1/19, 6/30/19</td>
<td>$5,944</td>
</tr>
<tr>
<td>White, Dillon</td>
<td>JV Coach, Boys Basketball CHS – 1.0 FTE</td>
<td>12/1/18, 2/28/19</td>
<td>$5,531</td>
</tr>
</tbody>
</table>

### 3806 J. CURRICULUM WRITERS

<table>
<thead>
<tr>
<th>NAME</th>
<th>CURRICULUM PROJECT</th>
<th>HOURS ALLOTED</th>
<th>HOURLY RATE</th>
<th>NOT TO EXCEED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Simpson</td>
<td>Chinese 3/3H</td>
<td>36</td>
<td>$34.00</td>
<td>$1,224.00</td>
</tr>
<tr>
<td>Kristin Barber</td>
<td>Anatomy</td>
<td>10</td>
<td>$34.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>Stacey Bachenheimer</td>
<td>Anatomy</td>
<td>10</td>
<td>$34.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>John Pociask</td>
<td>Math Analysis</td>
<td>36</td>
<td>$34.00</td>
<td>$1,224.00</td>
</tr>
<tr>
<td>*Kimberly Lawson</td>
<td>Math Grade 8</td>
<td>24</td>
<td>$34.00</td>
<td>$816.00</td>
</tr>
</tbody>
</table>

*Revised Curriculum Writer additional hour

### 3806 K. APPROVE JOB DESCRIPTIONS

Revised: Director of Curriculum

New: School Based Occupational Therapist
     School Based Physical Therapist
     Stipend: Pre-K (PEEA) Assistant to the Principal

* Salary based on 2017-18 Guides
TITLE
DIRECTOR OF CURRICULUM

QUALIFICATIONS
• New Jersey Principal or School Administrator Certification
• Successful experiences at teaching, curriculum development, program assessment, and staff development
• Demonstrated ability to work effectively in the areas of program implementation
• Strong leadership and communication skills
• Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO
Assistant Superintendent

SUPERVISES
Supervisors and designated support staff

JOB GOAL
To assist the Assistant Superintendent in the areas listed below

PERFORMANCE RESPONSIBILITIES

1. Supervises and evaluates the Supervisors
   a. Coordinates the articulation of curriculum and instructional services among elementary and middle schools.
   b. Takes a key role in implementing the state assessment program at designated grade levels ensuring the confidentiality of all assessment materials, the systematic distribution and collection of daily assessments, the correct coding of all test booklets and the training of test administrators.
   c. Ensures the communication of approved curriculum and materials to all professional district staff K-8.
   d. Assists in the disaggregation of student performance results.
   e. Assists in the implementation and support of the District’s Enrichment Program.
   f. Assists in the use of technology to support instructional programs and to implement the state assessments.
   g. Facilitates the development and implementation of theme elementary schools K-5.
   h. Prepares the overview of curriculum at the elementary school level for distribution to parents.
   i. Aligns curriculum and instruction to address NJ QSAC requirements.
   j. Coordinates K-8 professional development programs.
2. **Assist in development, implementation, and evaluation of staff development training programs for professional personnel**
   
a. Assists the Assistant Superintendent for Curriculum and Instruction in the planning, scheduling and implementation of district/building professional development supporting K-8 instruction.

3. **Assist in the development of the sections of the budget that pertain to curriculum and Instruction**
   
a. Collaborates with supervisors in preparing and administering the instructional budget.
   
b. Monitor budgetary/curriculum disputes, if necessary, among program leaders and building principals.

**TERMS OF EMPLOYMENT**

- Work year: 12 Months
- Salary determined by the Board of Education.

**EVALUATION**

- Performance will be evaluated annually in accordance with the board’s policy on evaluation of certified staff.

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.

_____________________________________________  ______________________
Signature of Employee       Date

Initial Approval – January 6, 1994
Revised – December 14, 1998
JOB DESCRIPTION RESCINDED – July 30, 2001 (Resolution 1390N)
Revised – December 17, 2018
SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
525 Academy Street. Maplewood, NJ  07040

JOB DESCRIPTION

POSITION TITLE
SCHOOL-BASED OCCUPATIONAL THERAPIST

MINIMUM QUALIFICATIONS

- NJ School Occupational Therapist Certification
- Licensed NJ Occupational Therapist
- Demonstrate an effective ability to work as a team member
- Ability to move between and provide services to students in district and students out of district placement
- Strong interpersonal and communication skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO
Supervisors of Special Education

JOB GOAL(S)
The Occupational Therapist is responsible for the planning and delivery of school related services.

PRIMARY RESPONSIBILITIES

1. Complete thorough evaluations, including perceptive/fine motor skills and sensory motor processing and functional activities of daily living.

2. Prepare, implement and evaluate through initial, annual and tri-annual Individualized Education Program (IEP) and Section 504 Plans for each student based on individuality, assessed needs and in accordance with District procedures.

3. Coordinate timely documentation of evaluation results, progress reports, discharge reports, daily notes and service tracker notes.

4. Use appropriate assessment instruments pertaining to areas of need and services.

5. Support projects and programs designed to serve students in diversified settings.

6. Coordinate overall service delivery, which may include the creation of schedules to meet the needs of students as stipulated in Section 504 Plans and/or IEPs.

7. Provide direct and indirect therapy settings in both general education and special education programs.

8. Collaborate with school personnel regarding students' needs and progress to drive the instructional decision making process.

9. Coordinate and participate in meetings as a member of an inter-disciplinary team and in-service training.
10. Educate and demonstrate (verbally or written) therapy techniques to parents that can be incorporated into the home.

11. Assess and make recommendations regarding the use of adaptive equipment as needed and provide written justification.

12. Perform other duties as assigned.

**TERMS OF EMPLOYMENT**

- 10 Months
- 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:** December 17, 2018
SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD
525 Academy Street. Maplewood, NJ  07040

JOB DESCRIPTION

POSITION TITLE
SCHOOL-BASED PHYSICAL THERAPIST

MINIMUM QUALIFICATIONS
- NJ School Physical Therapist Certification
- Licensed NJ Physical Therapist
- Demonstrate an effective ability to work as a team member
- Ability to move between and provide services to students in district and students out of district placement
- Strong interpersonal and communication skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO
Supervisors of Special Education

JOB GOAL(S)
The Physical Therapist is responsible for the planning and delivery of school related services.

PRIMARY RESPONSIBILITIES

1. Complete thorough evaluations, including perceptive/gross motor skills, muscle tone, range of motion/mobility, orthopedic needs, movement analysis, sensory motor processing and functional activities of daily living.

2. Prepare, implement and evaluate through initial, annual and tri-annual Individualized Education Program (IEP) and Section 504 Plans for each student based on individuality, assessed needs and in accordance with District procedures.

3. Complete timely documentation of evaluation results, progress reports, discharge reports, daily notes and service tracker notes.

4. Use appropriate assessment instruments pertaining to areas of need and services.

5. Support projects and programs designed to serve students in diversified settings.

6. Support overall service delivery, which may include the creation of schedules to meet the needs of students as stipulated in Section 504 Plans and/or IEPs.

7. Provide direct and indirect therapy settings in both general education and special education programs.

8. Collaborate with school personnel regarding students’ needs and progress to drive the instructional decision making process.

9. Participate in meetings as a member of an inter-disciplinary team and in-service training.
10. Educate and demonstrate (verbally or written) therapy techniques to parents that can be incorporated into the home.

11. Assess and make recommendations regarding the use of adaptive equipment as needed and provide written justification.

12. Perform other duties as assigned.

**TERMS OF EMPLOYMENT**

10 Months  
Salary as per SOMEA Agreement
SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
525 Academy Street. Maplewood, NJ  07040

JOB DESCRIPTION

POSITION TITLE  
Pre-K (PEEA) ASSISTANT TO THE PRINCIPAL - STIPEND

MINIMUM QUALIFICATIONS

- Certified Teacher
- Trained in First Aide and CPR
- Computer proficiency essential
- Excellent people skills

REPORTS TO  
PRINCIPAL

JOB GOAL(S)

To assist the principal in providing curricular, instructional, professional development and administrative support in grant writing and implementation.

PRIMARY RESPONSIBILITIES

1. Assists the Director of Special Services, PreK Special Services Supervisor, and Montrose Early Childhood Center Principal to implement the required program curriculum as it applies to the Pre-K grant program.

2. Supports the staff development program necessary for teachers to implement the Pre-K grant program.

3. Assists with the development and administration, together with the Director of Special Services, PreK-5 Special Services Supervisor, and Montrose Early Childhood Center Principal, of a budget, including instructional research and staff development, to support the PreK grant program.

4. Oversees, with the approval of the Director of Special Services, PreK-5 Special Services Supervisor, and Montrose Early Childhood Center Principal, the selection, purchase and inventory of all textbooks, teaching supplies and equipment to support the Pre-K grant program.

5. Is available for instructional assistance to the all PreK teachers.

6. Assists with the identification of teachers who will provide leadership in the areas of professional development and curriculum development.

7. Provides periodic presentations to parent and other community groups.

8. Assists the principal in conducting curriculum meetings; attends District curriculum meetings and team and grade-level meetings, in order to effect horizontal and vertical continuity and articulation of the Pre-K grant program.

9. Assists the principal in the operation of the building preschool intervention referral team (PIRT).

10. Assist Principal in preparing the PreK grant application
11. Assists the principal in implementing the developmentally appropriate assessment program under the direction of the Principal.

12. Assists the principal in promoting developmentally appropriate student behavior.

13. Assist with outdoor play to be scheduled by the principal.

14. Be responsible for building coverage during emergencies (e.g. fire, rescue squad, CDP&P) when the principal is in District, but not in the building.
   - Coverage does not mean conferencing with parents or other activities of a non-emergency nature.
   - In the event the assistant to the principal judges he/she cannot handle the situation, he/she may call the principal.

15. Other responsibilities as assigned by the principal.

The Pre-K Assistant to the Principal will not be responsible for supervising, observing or evaluating certified staff.

**WORKING RELATIONSHIPS OF THE POSITION**

To maintain effective relationships with teachers, students, parents, administrators and appropriate community groups.

**TERMS OF EMPLOYMENT**

10 Months Stipend
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:** December 17, 2018