

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, December 17, 2018

Personnel Fiscal Resolutions

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

NAME	ASSIGNMENT	EFFECTIVE DATE
Giladi, Beth	Social Worker (Non-CST) TUS – 1.0 FTE	12/1/18
Weigel, Edward	Maintenance DIST – 1.0 FTE	7/1/19

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

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

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 positions 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)

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Barlow, Sarah	1 st Grade Teacher SMA – 1.0 FTE	1/18/19 6/30/19	\$56,903*
Groves-Johnson, Monica	T English MM – 1.0 FTE	1/2/19 6/30/19	\$83,669*
Kanter, Tara	T Art SM/CL - .2 FTE	1/22/19 6/30/19	\$17,282*
Martinez, Dorota	SAC CHS – 1.0 FTE	2/4/19 6/30/19	\$76,263*
Meola, Joseph	T SS MM – 1.0 FTE	1/2/19 6/30/19	\$53,304*
Paruag, Marlon	Maintenance DIST – 1.0 FTE	1/21/19 6/30/19	\$52,071*
Sousa, Carisa	T Math MM – 1.0 FTE	1/2/19 6/30/19	\$51,820*
Subbie, Katherine	T SPED/INC CL/MAR – 1.0 FTE	1/22/19 6/30/19	\$50,565*

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)

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Wheeler, Laura	T 3 SM – 1.0 FTE	1/1/19 6/30/19	\$55,610*

Background

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

3806 F. CHANGE IN START DATE

NAME	ASSIGNMENT	OLD START DATE	NEW START DATE
Robinson, Erica	School Bus Aide DIST - .5 FTE	11/20/18 6/30/19	11/27/18 6/30/19

3806 G. TRANSFER/REASSIGNMENT

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE DATE
DeSarno, Mary	Academic Intervention Teacher SB – 1.0 FTE	Academic Intervention Teacher SB/MAR – 1.0 FTE	11/26/18 6/30/19

3806 H. SALARY ADJUSTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
Cadorette, Catherine	Clerical Aide SB 1.0 FTE	9/28/18 12/6/18 (35.5 hours)	\$9.17 (per hour)	\$325.53
Copeland, Jeanette	Clerical Aide JEFF - 1.0 FTE	11/27/18 (7 hours)	\$10.85 (per hour)	\$75.95
Fox, Mara	<i>LDTC JEFF/MAR - .2 FTE</i>	<i>9/3/18 12/21/18</i>	<i>+\$15,252.60</i>	<i>\$91,515</i>
Henry, Valencia	School Social Worker MM .2 FTE	11/12/18 12/7/18 (18 days)	\$60.70 (per day)	\$1,092.69
Hurley, Pat	T PE CHS – 1.2 FTE	11/12/18 1/25/19	+\$17,925	\$110,050
Maebert, Stacey	S3/10, Secretary SM 1.0 FTE	11/6/18 11/29/18 (79.5 hours)	\$2.44 (per hour)	\$193.98
Rigg, Jayne	LDTC MM .2 FTE	11/12/18 12/7/18 (18 days)	\$85.04 (per day)	\$1,530.70
Ritchwood, Sandra	S3, Secretary SOM 1.0 FTE	11/14/18 11/21/18 (30.5 hours)	\$2.44 (per hour)	\$96.38
Robertson, Erica	School Bus Aide DIST - .5 FTE	11/27-30/18 (8 hours)	\$7.17 (per hour)	\$57.36
Robinson, Kathleen	Clerical Aide CLIN 1.0 FTE	11/20/18 12/7/18 (9 hours)	\$9.17 (per hour)	\$82.53
Speth, Gregory	<i>School Psychologist JEFF/MAR - .2 FTE</i>	<i>9/3/18 12/21/18</i>	<i>+\$19,082.40</i>	<i>\$114,494</i>
Tyson, Angela	School Bus Aide DIST - .8 FTE	11/1-30/18 (39 hours)	\$8.34 (per hour)	\$325.26

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

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

3806 J. CURRICULUM WRITERS

NAME	CURRICULUM PROJECT	HOURS ALLOTTED	HOURLY RATE	NOT TO EXCEED
Katie Simpson	Chinese 3/3H	36	\$34.00	\$1,224.00
Kristin Barber	Anatomy	10	\$34.00	\$340.00
Stacey Bachenheimer	Anatomy	10	\$34.00	\$340.00
John Pociask	Math Analysis	36	\$34.00	\$1,224.00
*Kimberly Lawson	Math Grade 8	24	\$34.00	\$816.00

** 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

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD
OFFICE OF HUMAN RESOURCES**

JOB DESCRIPTION

TITLE	DIRECTOR OF CURRICULUM
QUALIFICATIONS	<ul style="list-style-type: none">• 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.

Job Description

Title: School Based Occupational Therapist

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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

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.

Job Description

Title: School Based Physical Therapist

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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

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 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

Job Description

Title: Pre-K (PEEA) Assistant to the Principal – Stipend

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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

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